



**McHenry Public Library District  
Board of Library Trustees**

**Public Hearing  
On  
Annual Levy Ordinance**

**Tuesday, November 17, 2020**

**7:00 p.m.**

**Meeting Room West #136 and Electronic Means**

**AGENDA**

- I. CALL TO ORDER –Charles Reilly, President**
- II. ROLL CALL – Monica Leccese, Secretary**
- III. PUBLIC FORUM**
- IV. ADJOURNMENT**

\*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.

Note: As of June 27, 2020, IL is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least 1 official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance and voting can occur both physically and electronically/combined. The OMA new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Director at [director@mchenrylibrary.org](mailto:director@mchenrylibrary.org) and providing a valid email (required for access) at least 8 hours before the meeting time/date.

**NOTICE OF PROPOSED TAX INCREASE**

**McHENRY PUBLIC LIBRARY DISTRICT**

- I. A public hearing to approve a proposed levy increase for the McHenry Public Library District for Fiscal Year 2020-2021 will be held on Tuesday, November 17, 2020 at 7 p.m. at the McHenry Public Library District, 809 N. Front Street, McHenry, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Lesley Jakacki, acting Executive Director, at the McHenry Public Library District, 809 N. Front Street, McHenry, Illinois (815-385-0036 ext. 325)

- II. The corporate and special purpose property taxes extended for Fiscal Year 2019-20 were \$3,180,662.00.

The proposed corporate and special purpose property taxes to be levied for Fiscal Year 2020-21 are \$3,339,695.00. This represents an 4.76% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for Fiscal Year 2019-2020 were zero (0) dollars.

The estimated property taxes to be levied for debt service and public building commission leases for Fiscal Year 2020-2021 are zero (0) dollars. This represents no increase over the previous year.

- IV. The total property taxes extended for Fiscal Year 2019-2020 were \$3,180,662.00.

The estimated total property taxes to be levied for Fiscal Year 2020-2021 are \$3,339,695.00. This represents an 4.76% increase over the previous year.

Monica Leccese, Secretary  
McHenry Public Library District  
Board of Library Trustees

Publish: Nov. 5, 2020 (not less than 7 days nor more than 14 days before the public hearing date (before bd. mtg. Nov. 17, 2020))



## **McHenry Public Library District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

### **McHenry Public Library District Board of Library Trustees Regular Meeting**

**Tuesday, November 17, 2020 7:00 p.m.  
Meeting Room West #136 & Electronic Means**

#### **AGENDA**

- I. CALL TO ORDER** – President Charles Reilly
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. SECRETARY'S REPORT** – Monica Leccese, Secretary
  - A.** Approval of Minutes of the October 20, 2020 Board Meeting
  - B.** Approval of Minutes from the Combined Budget and Appropriation Hearing on October 20, 2020
  - C.** Approval of Minutes of the Executive Sessions on July 21, 2020; August 25, 2020; September 1, 2020; September 15, 2020, September 22, 2020
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
  - A.** Monthly Financial Statements for
    - 1. April 2020
    - 2. May 2020
    - 3. June 2020
  - B.** Monthly Financial Statements, Interim Check Report and Bill Reports for October/November 2020
  - C.** Additional Bills (Distributed night of meeting)
  - D.** Petty Cash and Credit Card Reports (Distributed night of meeting) and Bill Reports
- VIII. COMMUNICATIONS**
  - A.** B. Edminster to the Family of Bill Bolger – Recognition of memorial donations and notice of books ordered
  - B.** Mayor Wayne Jett, City of McHenry – City of McHenry Increased Mitigation Efforts
  - C.** Deidre Brennan, RAILS Director- Reduction of Quarantine for Items
  - D.** Jesse White, Secretary of State and State Librarian, Illinois State Library- Award letter of FY2021 Digital Network Access Grant
  - E.** Jesse White, Secretary of State and State Librarian, Illinois State Library- Award letter of FY2021 PPE Grant for Libraries

**IX. LIBRARIAN'S REPORT**

- A.** Per Capita Grant Requirements Serving Our Public
  - 1. Chapter 1
  - 2. Chapter 2 and Appendixes A, B, C, D
  - 3. Chapter 3 and Appendix E
  - 4. Chapter 4 and Appendixes F, G
- B.** Updates on Projects

**X. EXECUTIVE SESSION**

- A.** To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

**XI. OLD BUSINESS**

- A.** Formation of Finance Committee of Board and Library Administrators

**XII. NEW BUSINESS**

- A.** COVID-19 Updates and Responses- Response to Increase Mitigation Plans, Essential Services
- B.** FY2020-2021 Levy
  - 1. Adoption of Ordinance 2020/2021-04, An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-2021
  - 2. Approval of the Certificate of Levies
  - 3. Approval of the Certificate of Truth in Taxation Act Compliance
- C.** Approval of Receipts and Disbursements, FY 2019/20

**XIII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

**XIV. ADJOURNMENT**

**FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.**

\*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.

Note: As of June 27, 2020, Illinois is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least one official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance, and voting can occur both physically and electronically/combined. The Open Meetings Act (OMA) new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Library Director at [director@mchenrylibrary.org](mailto:director@mchenrylibrary.org) and providing a valid email (required for access) at least 8 hours before the meeting time/date.

Minutes  
McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Public Hearing on  
The Combined Annual Budget and Appropriation  
Ordinance

**Date:** October 20, 2020

**Time:** 7:00 P.M.

**Location:** Meeting Room West #136 & Electronic Means (Public Hearing)

**I. Call to Order:**

President Reilly called the public hearing meeting to order at 7:01 p.m.

**II. Roll Call:**

Roll was called and a quorum was established.

**Members Present:** Bud Alexander, Margaret Carey (remotely, arrived 7:03 p.m.), Delphine Grala, Monica Leccese, Charles Reilly, Jill Stone

**Members Absent:** Susan Murphy

**Also Present:** Lesley Jakacki, Acting Director  
Bill Edminster, Assistant Director  
Denise Grandon, IT Specialist  
Barb Majka, Circulation Manager  
Jennifer May, HR Generalist  
Kathy Lambert, PR Manager (remotely)  
Kathy Milfajt, Technical Services Manager (remotely)  
Pam Strain, Adult Services Manager (remotely)

**III. Public Forum**

No members of the public were in attendance.

The Board reviewed the FY2020-2021 Final Budget and Appropriation Ordinance (BAO).

**IV. Adjournment at 7:04 p.m.**

**MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**  
**REGULAR MEETING**

**Date:** October 20, 2020

**Time:** 7:00 P.M.

**Location:** Meeting Room West #136 & Electronic Means

**I. Call to Order:**

President Reilly called the meeting to order at 7:05 p.m.

**II. Roll Call:**

Roll was called and a quorum was established.

**Members Present:** Bud Alexander, Margaret Carey (remotely), Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Members Absent:** None

**Also Present:** Lesley Jakacki, Acting Director  
Bill Edminster, Assistant Director  
Denise Grandon, IT Specialist  
Debbie Gunness, Business Manager (arrived 7:25 p.m.)  
Barb Majka, Circulation Manager  
Jennifer May, HR Generalist  
Zach Terrill, Adult Services Assistant Manager (arrived 7:09 p.m.)  
Kathy Lambert, PR Manager (remotely)  
Kathy Milfajt, Technical Services Manager (remotely)  
Pam Strain, Adult Services Manager (remotely)

**III. Pledge of Allegiance**

**IV. Corrections or Additions to the Agenda**

Jakacki said she would share news about a FOIA request and a letter from the IRS during the Librarian's Report.

**V. Public Comment and Recognition of Visitors**

The library staff in attendance introduced themselves. No members of the public were in attendance.

**VI. Secretary's Report – Monica Leccese, Secretary**

Reilly asked that each set of minutes be considered separately. Leccese told the Board she had reviewed each set of minutes and did not find any errors. Minutes of the Regular Board Meeting of September 15, 2020. Stone moved and Alexander seconded a motion to approve minutes of the September 15, 2020 Regular Board Meeting.

Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

- Minutes of the Special Board Meeting of September 22, 2020  
Stone moved and Alexander seconded a motion to approve the minutes of the September 22, 2020 Special Board Meeting.  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed
- Minutes of the Special Board Meeting of October 8, 2020  
Stone moved and Alexander seconded a motion to approve the minutes of the October 8, 2020 Special Board meeting.  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed

#### **VII. Treasurer's Report – Del Grala, Treasurer**

- Monthly Financial Statements and Interim Check Reports for July 2020, August 2020 and September 2020. Gunness responded to a list of questions that Grala had prepared about these Financial Statements. Other Trustees asked follow-up questions.  
Stone asked about the cost of producing and mailing the library newsletter and recommended that we advertise the value of the publication. Lambert responded that the newsletter has high usage and that our patrons said in a past survey that they rely on it and appreciate the newsletter very much.  
Gunness reported that the library audit is scheduled for the week of October 26, 2020 and that the draft audit will be ready for the November 17, 2020 Board Meeting.
- The Board reviewed the monthly Financial Statements and Interim Check Report July 2020.  
Leccese moved and Alexander seconded a motion to approve the Financial Statements for the fiscal year July 2020.  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed
- The Board reviewed the monthly Financial Statements and Interim Check Report for August 2020.  
Leccese moved and Alexander seconded a motion to approve the Financial Statements for the fiscal year through August 31, 2020.  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed

- The Board reviewed the monthly Financial Statements and Interim Check Report for September 2020.  
 Leccese moved and Alexander seconded a motion to approve the Financial Statements for the fiscal year for September 2020.  
 Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
 Nays: None  
 Abstain: None  
 Absent: Murphy  
 Motion Passed
- Bill Reports for September/October 2020 and Additional Bills  
 Petty Cash and Credit Card Reports  
 The Board reviewed the Bill Reports for September/October 2020, additional bills, petty cash and credit card reports, and authorized the payment of the invoices. Leccese moved and Alexander seconded a motion to approve the Invoice Reports for September/October 2020 and payment of the invoices.  
 Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
 Nays: None  
 Abstain: None  
 Absent: Murphy  
 Motion Passed

#### **VIII. Communications**

The Board reviewed the Communications.

- B. Edminster to the Family of Richard Smith, c/o Debbie Glick—purchase made in memory of Richard Smith  
 Edminster said that we also received \$950 in donations in memory of William Bolger and selectors are choosing memorial books. He will prepare letters to the family and to the donors when the books have been chosen.

#### **IX. Librarian's Report**

The Board reviewed the Librarian's Report

- Update about the Library's health insurance renewal  
 Jakacki reported that the overall cost of our current health insurance plan will increase by 2% for 2021. Our budgeted amount for health insurance needed to be reduced, so we asked our broker for alternatives. Jakacki and the management team chose new plans with the same carrier similar to the ones we have but at less for the library cost due to plan design changes.  
 In addition, Jakacki and the management team decided to change the premium cost sharing to 85% library/15% employee from 90% library/10% employee, and the library's annual HSA contribution to \$750 from \$1,200 for those in the HSA plan. All of these savings allow the library to continue to offer competitive health insurance options while monitoring budgeted expenses. Leccese suggested cutting the amount the library contributes toward premiums to 80%. Jakacki responded that we can still afford 85% for this year but will consider further cuts in coming years if necessary.
- Stone asked for clarification on J. Scholtz's compensation for assisting the Acting Director for a month after he retired. Jakacki explained that both Scholtz and his wife have their health insurance covered by the library during the one-month period as compensations.
- We have a new cataloger, Shirley Roitberg, who started work at the end of September. Jakacki said that this position was the one vacancy we couldn't leave unfilled.



- Jakacki received a FOIA request from a reporter for the Northwest Herald, asking for specific types of records for Board members and staff, including resignation letters and results of internal investigations. Jakacki engaged a lawyer from the Ancel Glink law firm specializing in FOIA law. Under the lawyer's direction, the library responded to the FOIA request with 80 pages of redacted records and two Board meeting recordings.  
There may be additional requests. If there are any inquiries to Board members, they should be referred to Reilly or to Jakacki.
- Jakacki informed the Board that we received a final notice from the IRS for unpaid payroll taxes in September of 2019. The taxes had been deducted and paid to our previous payroll vendor, but had not been transferred to the IRS due to a nationwide criminal case involving the payroll vendor's parent company, MyPayrollHR. The payroll vendor closed its doors and we were forced to find another payroll vendor. Other libraries in the area were impacted by this event. We will attempt to appeal the penalty fees and interest with the IRS, but we are still liable for the payroll taxes for our staff.

#### **X. Executive Session**

The Board did not go into executive session.

#### **XI. Old Business**

Reilly reminded the Board that he intends to appoint a three-member Financial Committee, headed by the Board Treasurer. He asked Trustees who are interested in serving on the committee to contact him. He asked the Business Manager to serve as an advisor to the committee.

#### **XII. New Business**

1. Retroactive appointment of Margaret Carey to the Board of Trustees for the term of April 16, 2019 through the April 6, 2021 election.  
Alexander asked why this action was necessary and Jakacki explained that the previous director had mistakenly told Carey and Schubert that their terms did not expire in April 2019. Edminster explained that there had been confusion about terms in the past because of multiple resignations and appointments over the decades so that it wasn't clear who succeeded whom.  
Reilly moved and Stone seconded a motion to appoint Margaret Carey to the Board of Trustees retroactively for the term of April 16, 2019 through the April 6, 2021 election.  
Ayes: Alexander, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: Carey  
Absent: Murphy  
Motion Passed
2. Retroactive appointment of Bradley Schubert to the Board of Trustees for the term of April 16, 2019 through February 17, 2020, the date of his resignation from the Board.  
Reilly moved and Leccese seconded a motion to appoint Bradley Schubert to the Board of Trustees retroactively for the term of April 16, 2019 through February 17, 2020  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None

Absent: Murphy  
Motion Passed

3. Ratification of actions taken by Margaret Carey and Bradley Schubert as Library Board of Trustees members and officers during these appointments.  
Leccese moved and Grala seconded a motion to ratify the actions taken by Margaret Carey and Bradley Schubert as Library Board of Trustees members and officers during these appointments.  
Ayes: Alexander, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: Carey  
Absent: Murphy  
Motion Passed
4. Administration of Oath of Office to Margaret Carey  
Carey took her Oath of Office.
5. Approval of Ordinance FY2020/21-3 The Combined Annual Budget and Appropriation Ordinance  
The Board reviewed the FY2020-2021 Final Budget and Appropriation Ordinance (BAO). Grala asked Jakacki why she had budgeted an increase in the water bill. Jakacki said that now that our sewer was connected to the City of McHenry's system, our water bill will increase.  
Reilly moved and Leccese seconded a motion to approve Ordinance FY2020/21-3 The Combined Annual Budget and Appropriation Ordinance  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed
6. New Policies—Director's authority to spend  
Jakacki explained that the previous director had been authorized to spend up to \$25,000 on a single item without prior Board approval. At most libraries, the director is authorized to spend up to \$5,000 to \$8,000 without prior authorization, so she asked that the amount the library's director is authorized to spend be reduced.  
Grala moved and Stone seconded a motion to approve a spending limit for the Director of up to \$8,000 for a single item without prior Board approval.  
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: Murphy  
Motion Passed
7. Covid-19 response—possible increased restrictions  
Jakacki reported that the upsurge in Covid-19 cases in northeastern Illinois has led the Governor and local health departments to impose restrictions in neighboring counties and this may occur in McHenry County sometime soon. We may need to cut our building capacity to 25%. We are discussing how this would affect staffing, particularly in the upstairs area where we would only be allowed to have four people at a time.

8. Overhead Garage Door Repairs/Replacement  
Jakacki included photos of the overhead garage door that needs repairs. Water comes in through the door when it rains and pools inside the door. Wooden parts of the door are rotting and the rails are pulling away from the door frame. Building Manager Claucherty estimates that the door could be repaired for \$5,000 or replaced with a better, energy efficient door for \$15,000. Jakacki reports that we don't have to go out for bids but she has directed Claucherty to get three estimates for both repairing and replacing the door.
9. 2020/21 Per Capita Grant Requirements  
Each year, the Illinois State Library sets requirements for the Per Capita Grant, usually including a review of chapters from *Serving Our Public: Standards for Illinois Public Libraries*. This year with the new *Serving Our Public 4.0*, we are required to review the entire book. Jakacki distributed copies of the book to the Board. The managers will review chapters monthly with their departments. Staff suggestions and analysis will be presented to the Board over the course of the next three Board meetings.

**XIII. Any and All Other Business That May Properly Come Before the Board**

- Grala inquired about a comment from the May 2020 Board meeting that said there would not be any merit increases during FY2020-21 and Jakacki confirmed that that was still the case due to our financial situation. The library does not give Cost of Living raises.
- Grala asked if the Board would be reviewing the accounting contract with Eder Casella based on the discussion at the September 15, 2020 Board meeting. Jakacki said that Eder Casella's contract will end after the upcoming audit and she will seek out Requests for Proposal for audits from various accounting firms. Based on what was suggested in the October 8, 2020 webinar the Board viewed, Grala asked that the library set up unannounced audits in addition to scheduled audits. Jakacki will request two proposals from auditing firms, one for scheduled audits and the other for unannounced audits.
- Alexander asked whether Jakacki was planning to review our reliance on full-time staff to part-time staff as a way to reduce the cost of salaries and benefits and she said that we would evaluate vacancies as they occurred, along with input from the management team.

**XIV. Adjournment**

Alexander moved and Grala seconded a motion to adjourn the meeting at 9:03 p.m.

Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

**Respectfully Submitted,**

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**Monica Leccese, Secretary**

**EXECUTIVE SESSION MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**

**Date:** July 21, 2020

**Time:** 9:03 p.m.

**Location:** Library Board Meeting Room

**Members Present:** Bud Alexander, Margaret Carey (by video), Delphine Grala, Susan Murphy, Charles Reilly, Jill Stone (by phone)

**Members Absent:** None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during Executive Session.

The Executive Session ended at 9:59 p.m.

Respectfully Submitted,

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Monica Leccese, Secretary

**EXECUTIVE SESSION MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**

**Date:** August 25, 2020

**Time:** 8:53 p.m.

**Location:** Library Meeting Room #135

**Members Present:** Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Members Absent:** None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during Executive Session.

The Executive Session ended at 10:05 p.m.

Respectfully Submitted,

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Monica Leccese, Secretary

**EXECUTIVE SESSION MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**

**Date:** September 1, 2020

**Time:** 7:02 p.m.

**Location:** Library Meeting Room #135

**Members Present:** Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Members Absent:** None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during Executive Session.

The Executive Session ended at 8:10 p.m.

Respectfully Submitted,

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Monica Leccese, Secretary

**EXECUTIVE SESSION MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**

**Date:** September 15, 2020

**Time:** 8:48 p.m.

**Location:** Library Meeting Room #135

**Members Present:** Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Members Absent:** None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during Executive Session.

The Executive Session ended at 9:30 p.m.

Respectfully Submitted,

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Monica Leccese, Secretary

**EXECUTIVE SESSION MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**

**Date:** September 22, 2020

**Time:** 5:18 p.m.

**Location:** Library Meeting Room #135

**Members Present:** Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Members Absent:** None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during Executive Session.

The Executive Session ended at 7:27 p.m.

Respectfully Submitted,

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Monica Leccese, Secretary



**MCHENRY PUBLIC LIBRARY DISTRICT**

**COMPILED FINANCIAL STATEMENTS**

**April 30, 2020**

3:16 PM  
05/22/20  
Cash Basis

McHenry Public Library District  
**Balance Sheet**  
As of April 30, 2020

	Apr 30, 20	Mar 31, 20
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(386,381.79)	(386,381.79)
1060200 · MM - Spec Reserve-First Midwest	1,846,642.40	1,846,642.40
1060300 · MM - Grant & Gift-First Midwest	426,211.77	426,211.77
1060 · First Midwest Bank-Money Market - Other	(471,588.19)	(271,588.19)
<b>Total 1060 · First Midwest Bank-Money Market</b>	<b>1,414,884.19</b>	<b>1,614,884.19</b>
1070100 · HSA/Building - First Midwest	179,390.71	183,889.05
1615100 · General Account - First Midwest	202,693.78	133,472.09
1625100 · Payroll Account - First Midwest	86,243.63	142,275.07
1635100 · Imprest Account - First Midwest	3,023.10	3,023.10
<b>Total Checking/Savings</b>	<b>1,886,235.41</b>	<b>2,077,543.50</b>
Other Current Assets		
1005100 · Petty Cash	800.00	800.00
1500200 · Due from General Fund	550,000.00	550,000.00
<b>Total Other Current Assets</b>	<b>550,800.00</b>	<b>550,800.00</b>
<b>Total Current Assets</b>	<b>2,437,035.41</b>	<b>2,628,343.50</b>
<b>TOTAL ASSETS</b>	<b>2,437,035.41</b>	<b>2,628,343.50</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000100 · Accounts Payable	233.77	0.00
<b>Total Accounts Payable</b>	<b>233.77</b>	<b>0.00</b>
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
2035100 · Wisconsin Withholding	(233.77)	0.00
<b>Total Other Current Liabilities</b>	<b>549,766.23</b>	<b>550,000.00</b>
<b>Total Current Liabilities</b>	<b>550,000.00</b>	<b>550,000.00</b>
<b>Total Liabilities</b>	<b>550,000.00</b>	<b>550,000.00</b>
Equity		
3010100 · Fund Balance - General	569,357.05	569,357.05
3010200 · Fund Balance - Special Reserve	2,203,207.07	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19	405,004.19
Net Income	(1,290,532.90)	(1,099,224.81)
<b>Total Equity</b>	<b>1,887,035.41</b>	<b>2,078,343.50</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,437,035.41</b>	<b>2,628,343.50</b>

3:19 PM  
05/22/20  
Cash Basis

**McHenry Public Library District**  
**Statement of Revenues and Expenditures**  
April 2020

	Apr 20
<b>Income</b>	
6060100 · Photocopier & Fax Income	168.87
<b>Total Income</b>	168.87
<b>Gross Profit</b>	168.87
<b>Expense</b>	
8010100 · Adult Books	374.60
8110100 · Bank Service Charges	28.81
8140100 · Adult Programs & Supplies	1,500.00
8320100 · VOIP Phone Service	1,752.02
8410100 · Payroll Exp, Acctg & Audit Serv	518.00
8540100 · Postage	1,800.00
8740100 · Building & Grounds	394.28
8760100 · Hospitality	21,110.45
8800300 · Per Capita Grant expense for FY	
8800333 · Computer Equipment - PER CAPITA	900.00
<b>Total 8800300 · Per Capita Grant expense for FY</b>	900.00
8910100 · Salaries	113,644.62
8920100 · FICA/Medicare	9,916.94
8930100 · IMRF	15,634.93
8940100 · Health & Life Insurance	23,902.31
<b>Total Expense</b>	191,476.96
<b>Net Income</b>	<b>(191,308.09)</b>

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**McHenry Public Library District**  
**Statement of Revenues and Expenditures by Class**  
July 2019 through April 2020

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
<b>Income</b>					
6010100 · Property Taxes	1,555,587.61	0.00	0.00	0.00	1,555,587.61
6020200 · Developer Fees	0.00	29,589.00	0.00	0.00	29,589.00
6030100 · Interest Income - General	185.86	0.00	0.00	0.00	185.86
6030200 · Interest Income - Spec Reserve	0.00	995.16	0.00	0.00	995.16
6030300 · Interest Income - Grant & Gifts	0.00	0.00	229.11	0.00	229.11
6035100 · Dividends	163.00	0.00	0.00	0.00	163.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	820.87	0.00	0.00	0.00	820.87
6060100 · Photocopier & Fax Income	15,199.16	0.00	0.00	168.87	15,368.03
6070200 · Reserve Fund Gifts	0.00	1,002.22	0.00	0.00	1,002.22
6070300 · General Fund Gifts	0.00	0.00	9,275.06	0.00	9,275.06
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	0.00	0.00	0.00	13,710.35
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,130.00	0.00	0.00	0.00	2,130.00
6130100 · Misc Income -General(Sales/Fees)	4,724.31	0.00	0.00	0.00	4,724.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,436.22	0.00	0.00	0.00	1,436.22
6170300 · Per Capita Grant	0.00	0.00	58,574.12	0.00	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	9,240.69	0.00	9,240.69
<b>Total Income</b>	<b>1,602,950.00</b>	<b>31,586.38</b>	<b>77,318.98</b>	<b>168.87</b>	<b>1,712,024.23</b>
<b>Gross Profit</b>	<b>1,602,950.00</b>	<b>31,586.38</b>	<b>77,318.98</b>	<b>168.87</b>	<b>1,712,024.23</b>
<b>Expense</b>					
8010100 · Adult Books	44,036.79	0.00	0.00	6,894.33	50,931.12
8020100 · Youth Books	26,868.57	0.00	0.00	2,612.03	29,480.60
8025100 · Professional Resources	2,198.96	0.00	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	12,094.21	0.00	0.00	9,507.70	21,601.91
8040300 · Operating Fund Gifts	0.00	0.00	21,553.39	0.00	21,553.39
8050100 · Adult AV Materials	27,366.21	0.00	0.00	0.00	27,366.21
8060100 · Youth AV Materials	8,937.69	0.00	0.00	150.55	9,088.24
8080100 · Video Games	8,218.28	0.00	0.00	0.00	8,218.28
8090100 · eBook & eMagazine Services	21,295.55	0.00	0.00	0.00	21,295.55
8095100 · Electronic Subscriptions	43,880.89	0.00	0.00	3,321.52	47,202.41
8110100 · Bank Service Charges	225.74	0.00	0.00	59.76	285.50
8120100 · Library Supplies	5,979.70	0.00	0.00	17.90	5,997.60
8130100 · Tech Services Supplies	13,078.91	0.00	0.00	0.00	13,078.91
8140100 · Adult Programs & Supplies	11,877.37	0.00	0.00	1,500.00	13,377.37
8145100 · Circulation Supplies	87.41	0.00	0.00	0.00	87.41
8147100 · Summer Reading Club	112.49	0.00	0.00	0.00	112.49
8150100 · Youth Programs & Supplies	17,874.95	0.00	0.00	0.00	17,874.95
8215100 · Collection Agency Fees	483.30	0.00	0.00	81.89	565.19
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	0.00	0.00	24,196.56	150,041.17
8260100 · Misc Contracted Services	7,374.92	0.00	0.00	0.00	7,374.92
8310100 · CCS & Polaris Expenses	53,919.92	0.00	0.00	0.00	53,919.92
8320100 · VOIP Phone Service	21,980.35	0.00	0.00	0.00	21,980.35
8325100 · INTERNET SERVICE	0.00	0.00	0.00	554.23	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	0.00	0.00	0.00	17,193.30
8420100 · Legal Services	5,509.49	0.00	0.00	0.00	5,509.49
8430100 · Other Misc Consultants	33,079.69	0.00	0.00	0.00	33,079.69
8510100 · Printing	24,413.00	0.00	0.00	0.00	24,413.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	0.00	85.23
8540100 · Postage	9,210.09	0.00	0.00	1,800.00	11,010.09
8545100 · Printing/Copier Supplies	6,099.00	0.00	0.00	0.00	6,099.00
8550100 · Public Relations/Promotions	4,233.91	0.00	0.00	0.00	4,233.91
8610100 · Electricity	12,200.99	0.00	0.00	0.00	12,200.99
8620100 · Gas	1,614.34	0.00	0.00	0.00	1,614.34
8630100 · Telephone & Internet Services	483.35	0.00	0.00	0.00	483.35
8640100 · Water & Sewer	2,190.55	0.00	0.00	0.00	2,190.55
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	70,974.10	0.00	0.00	3,043.81	74,017.91
8760100 · Hospitality	4,780.55	0.00	0.00	21,005.25	25,785.80
8770100 · Interlibrary Loan Fees & Losses	44.92	0.00	0.00	0.00	44.92
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	30,129.85	900.00	31,029.85

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**McHenry Public Library District**  
**Statement of Revenues and Expenditures by Class**  
July 2019 through April 2020

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
8910100 · Salaries	1,459,353.95	0.00	0.00	0.00	1,459,353.95
8920100 · FICA/Medicare	107,447.36	0.00	0.00	0.00	107,447.36
8930100 · IMRF	167,788.92	0.00	0.00	0.00	167,788.92
8940100 · Health & Life Insurance	324,548.89	0.00	0.00	3,169.96	327,718.85
8950100 · Tuition Reimbursement	1,419.00	0.00	0.00	0.00	1,419.00
8960100 · Memberships & Dues	3,200.33	0.00	0.00	0.00	3,200.33
8970100 · Travel	12,973.00	0.00	0.00	0.00	12,973.00
8980100 · Meetings & Training	1,973.89	0.00	0.00	0.00	1,973.89
9030300 · Misc Grants	0.00	0.00	4,428.16	0.00	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	0.00	279.43
9070100 · Library Equipment	5,147.34	0.00	0.00	0.00	5,147.34
9080100 · Small Equipment Under \$250	1,464.78	0.00	0.00	0.00	1,464.78
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	0.00	62,982.16
Total Expense	2,829,010.24	38,620.00	56,111.40	78,815.49	3,002,557.13
Net Income	(1,226,060.24)	(7,033.62)	21,207.58	(78,646.62)	(1,290,532.90)

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**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6030200 · Interest Income - Spec Reserve	995.16	3,000.00	(2,004.84)	33.2%
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,368.03	20,000.00	(4,631.97)	76.8%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Income -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	0.00	2,500.00	(2,500.00)	0.0%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
<b>Total Income</b>	<b>1,712,024.23</b>	<b>3,935,489.29</b>	<b>(2,223,465.06)</b>	<b>43.5%</b>
<b>Gross Profit</b>	<b>1,712,024.23</b>	<b>3,935,489.29</b>	<b>(2,223,465.06)</b>	<b>43.5%</b>
<b>Expense</b>				
8010100 · Adult Books	50,931.12	85,000.00	(34,068.88)	59.9%
8020100 · Youth Books	29,480.60	52,000.00	(22,519.40)	56.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	21,601.91	14,500.00	7,101.91	149.0%
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	9,088.24	13,000.00	(3,911.76)	69.9%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	47,202.41	85,000.00	(37,797.59)	55.5%
8110100 · Bank Service Charges	285.50	200.00	85.50	142.8%
8120100 · Library Supplies	5,997.60	10,000.00	(4,002.40)	60.0%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	13,377.37	17,500.00	(4,122.63)	76.4%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	150,041.17	58,000.00	92,041.17	258.7%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	21,980.35	25,000.00	(3,019.65)	87.9%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	32,000.00	(14,806.70)	53.7%

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**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	11,010.09	15,000.00	(3,989.91)	73.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	74,017.91	54,000.00	20,017.91	137.1%
8760100 · Hospitality	25,785.80	9,000.00	16,785.80	286.5%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8800300 · Per Capita Grant expense for FY	31,029.85	67,628.00	(36,598.15)	45.9%
8910100 · Salaries	1,459,353.95	1,800,000.00	(340,646.05)	81.1%
8920100 · FICA/Medicare	107,447.36	148,000.00	(40,552.64)	72.6%
8930100 · IMRF	167,788.92	205,000.00	(37,211.08)	81.8%
8940100 · Health & Life Insurance	327,718.85	325,000.00	2,718.85	100.8%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
<b>Total Expense</b>	<b>3,002,557.13</b>	<b>4,795,528.00</b>	<b>(1,792,970.87)</b>	<b>62.6%</b>
<b>Net Income</b>	<b>(1,290,532.90)</b>	<b>(860,038.71)</b>	<b>(430,494.19)</b>	<b>150.1%</b>

## McHenry Public Library District

## Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - April 30, 2020 - General Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,199.16	20,000.00	(4,800.84)	76.0%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Income -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6150100 · Lost & Damged Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANE...	0.00	2,500.00	(2,500.00)	0.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
<b>Total Income</b>	<b>1,602,950.00</b>	<b>3,285,361.29</b>	<b>(1,682,411.29)</b>	<b>48.8%</b>
<b>Gross Profit</b>	<b>1,602,950.00</b>	<b>3,285,361.29</b>	<b>(1,682,411.29)</b>	<b>48.8%</b>
<b>Expense</b>				
8010100 · Adult Books	44,036.79	85,000.00	(40,963.21)	51.8%
8020100 · Youth Books	26,868.57	52,000.00	(25,131.43)	51.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	12,094.21	14,500.00	(2,405.79)	83.4%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	8,937.69	13,000.00	(4,062.31)	68.8%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	43,880.89	85,000.00	(41,119.11)	51.6%
8110100 · Bank Service Charges	225.74	200.00	25.74	112.9%
8120100 · Library Supplies	5,979.70	10,000.00	(4,020.30)	59.8%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	11,877.37	17,500.00	(5,622.63)	67.9%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	483.30	1,500.00	(1,016.70)	32.2%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	58,000.00	67,844.61	217.0%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	21,980.35	25,000.00	(3,019.65)	87.9%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	32,000.00	(14,806.70)	53.7%
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%



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05/22/20

Cash Basis

**McHenry Public Library District**  
**Statement of Revenue and Expenditures Budget vs. Actual**  
 July 1, 2019 - April 30, 2020 - General Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	9,210.09	15,000.00	(5,789.91)	61.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	70,974.10	54,000.00	16,974.10	131.4%
8760100 · Hospitality	4,780.55	9,000.00	(4,219.45)	53.1%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,459,353.95	1,800,000.00	(340,646.05)	81.1%
8920100 · FICA/Medicare	107,447.36	148,000.00	(40,552.64)	72.6%
8930100 · IMRF	167,788.92	205,000.00	(37,211.08)	81.8%
8940100 · Health & Life Insurance	324,548.89	325,000.00	(451.11)	99.9%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
<b>Total Expense</b>	<b>2,829,010.24</b>	<b>4,115,900.00</b>	<b>(1,286,889.76)</b>	<b>68.7%</b>
<b>Net Income</b>	<b>(1,226,060.24)</b>	<b>(830,538.71)</b>	<b>(395,521.53)</b>	<b>147.6%</b>

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## McHenry Public Library District

05/22/20

## Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July 1, 2019 - April 30, 2020 - Special Reserve Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030200 · Interest Income - Spec Reser...	995.16	3,000.00	(2,004.84)	33.2%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Income</b>	<b>31,586.38</b>	<b>555,000.00</b>	<b>(523,413.62)</b>	<b>5.7%</b>
<b>Gross Profit</b>	<b>31,586.38</b>	<b>555,000.00</b>	<b>(523,413.62)</b>	<b>5.7%</b>
<b>Expense</b>				
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
<b>Total Expense</b>	<b>38,620.00</b>	<b>130,000.00</b>	<b>(91,380.00)</b>	<b>29.7%</b>
<b>Net Income</b>	<b>(7,033.62)</b>	<b>425,000.00</b>	<b>(432,033.62)</b>	<b>(1.7)%</b>

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**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
**July 1, 2019 - April 30, 2020 - Grant and Gift Fund**

	<u>Jul '19 - ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Bu...</u>
<b>Income</b>				
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
<b>Total Income</b>	<u>77,318.98</u>	<u>95,128.00</u>	<u>(17,809.02)</u>	<u>81.3%</u>
<b>Gross Profit</b>	<u>77,318.98</u>	<u>95,128.00</u>	<u>(17,809.02)</u>	<u>81.3%</u>
<b>Expense</b>				
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	8,732.52	0.00	8,732.52	100.0%
8800321 · Youth Materials - PER CAPITA	9,834.52	0.00	9,834.52	100.0%
8800331 · Staff Software - PER CAPITA	739.00	0.00	739.00	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	5,279.39	0.00	5,279.39	100.0%
8800341 · Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	100.0%
8800300 · Per Capita Grant expense for FY - O...	80.32	67,628.00	(67,547.68)	0.1%
<b>Total 8800300 · Per Capita Grant expense for FY</b>	<u>30,129.85</u>	<u>67,628.00</u>	<u>(37,498.15)</u>	<u>44.6%</u>
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
<b>Total Expense</b>	<u>56,111.40</u>	<u>549,628.00</u>	<u>(493,516.60)</u>	<u>10.2%</u>
<b>Net Income</b>	<u><b>21,207.58</b></u>	<u><b>(454,500.00)</b></u>	<u><b>475,707.58</b></u>	<u><b>(4.7)%</b></u>

**MCHENRY PUBLIC LIBRARY DISTRICT**

**COMPILED FINANCIAL STATEMENTS**

**May 31, 2020**

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06/11/20  
Cash Basis

McHenry Public Library District  
**Balance Sheet**  
As of May 31, 2020

	May 31, 20	Apr 30, 20
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(1,059,501.85)	(855,252.63)
1060200 · MM - Spec Reserve-First Midwest	1,846,822.26	1,846,767.84
1060300 · MM - Grant & Gift-First Midwest	417,792.74	423,488.91
Total 1060 · First Midwest Bank-Money Mark...	1,205,113.15	1,415,004.12
1070100 · HSA/Building - First Midwest	175,979.86	179,390.71
1615100 · General Account - First Midwest	100,765.46	159,471.69
1625100 · Payroll Account - First Midwest	213,664.68	86,661.41
1635100 · Imprest Account - First Midwest	2,827.22	2,827.22
Total Checking/Savings	1,698,350.37	1,843,355.15
Other Current Assets		
1005100 · Petty Cash	800.00	800.00
1500200 · Due from General Fund	550,000.00	550,000.00
Total Other Current Assets	550,800.00	550,800.00
Total Current Assets	2,249,150.37	2,394,155.15
<b>TOTAL ASSETS</b>	<b>2,249,150.37</b>	<b>2,394,155.15</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
Total Other Current Liabilities	550,000.00	550,000.00
Total Current Liabilities	550,000.00	550,000.00
Total Liabilities	550,000.00	550,000.00
Equity		
3010100 · Fund Balance - General	569,357.05	569,357.05
3010200 · Fund Balance - Special Reserve	2,203,207.07	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19	405,004.19
3900 · Retained Earnings	0.00	435.92
Net Income	(1,478,417.94)	(1,333,849.08)
Total Equity	1,699,150.37	1,844,155.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,249,150.37</b>	<b>2,394,155.15</b>

**McHenry Public Library District**  
**Statement of Revenues and Expenditures**  
May 2020

	<u>May 20</u>
<b>Income</b>	
6010100 · Property Taxes	170,069.83
6030100 · Interest Income - General	(23.69)
6030200 · Interest Income - Spec Reserve	51.16
6030300 · Interest Income - Grant & Gifts	11.73
6035100 · Dividends	56.00
6055100 · Referral/Collection Fees	371.37
6060100 · Photocopier & Fax Income	36.49
6070200 · Reserve Fund Gifts	3.26
6105100 · Cobra/Retiree Insurance Pmts	1,161.30
6120100 · Meeting Room Fees	570.00
6130100 · Misc Incom -General(Sales/Fees)	25.00
6150100 · Lost & Damged Materials	35.97
6160100 · SPECIAL CREDITS (SOLAR PANELS)	960.00
6210300 · Miscellaneous Grants	1,531.84
<b>Total Income</b>	<u>174,860.26</u>
<b>Gross Profit</b>	174,860.26
<b>Expense</b>	
8010100 · Adult Books	2,082.80
8020100 · Youth Books	587.82
8030100 · Magazines & Newspapers	576.00
8040300 · Operating Fund Gifts	931.79
8050100 · Adult AV Materials	1,176.15
8060100 · Youth AV Materials	254.95
8080100 · Video Games	1,403.09
8090100 · eBook & eMagazine Services	6,860.24
8095100 · Electronic Subscriptions	5,946.89
8110100 · Bank Service Charges	28.14
8120100 · Library Supplies	64.01
8130100 · Tech Services Supplies	1,752.44
8140100 · Adult Programs & Supplies	2,356.07
8147100 · Summer Reading Club	237.99
8150100 · Youth Programs & Supplies	1,058.83
8245100 · Comp/OfcEqp/CopierRepairs/Contr	15,543.48
8260100 · Misc Contracted Services	300.00
8310100 · CCS & Polaris Expenses	6,907.34
8320100 · VOIP Phone Service	4,988.23
8410100 · Payroll Exp, Acctg & Audit Serv	506.00
8420100 · Legal Services	3,612.15
8430100 · Other Misc Consultants	695.33
8510100 · Printing	2,817.00
8540100 · Postage	1,627.24
8545100 · Printing/Copier Supplies	1,587.00
8550100 · Public Relations/Promotions	3,158.67
8610100 · Electricity	1,815.74
8620100 · Gas	475.26
8640100 · Water & Sewer	269.08
8740100 · Building & Grounds	9,285.01
8760100 · Hospitality	(3,419.33)

McHenry Public Library District  
**Statement of Revenues and Expenditures**  
May 2020

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	May 20
8800300 · Per Capita Grant expense for FY	
8800311 · Adult Materials - PER CAPITA	292.46
8800321 · Youth Materials - PER CAPITA	971.93
8800333 · Computer Equipment - PER CAPITA	5,040.00
8800300 · Per Capita Grant expense for FY - Other	3.56
Total 8800300 · Per Capita Grant expense for FY	6,307.95
8910100 · Salaries	137,652.66
8920100 · FICA/Medicare	9,773.46
8930100 · IMRF	15,146.73
8940100 · Health & Life Insurance	72,992.44
8960100 · Memberships & Dues	340.00
9070100 · Library Equipment	1,370.04
9080100 · Small Equipment Under \$250	360.43
Total Expense	319,429.12
Net Income	(144,568.86)

McHenry Public Library District  
**Statement of Revenues and Expenditures by Class**  
July 2019 through May 2020

	100 General Fu...	200 Special Re...	300 Grant and ...	TOTAL
<b>Income</b>				
6010100 · Property Taxes	1,725,657.44	0.00	0.00	1,725,657.44
6020200 · Developer Fees	0.00	29,589.00	0.00	29,589.00
6030100 · Interest Income - General	127.76	0.00	0.00	127.76
6030200 · Interest Income - Spec Reserve	0.00	1,171.76	0.00	1,171.76
6030300 · Interest Income - Grant & Gifts	0.00	0.00	269.74	269.74
6035100 · Dividends	219.00	0.00	0.00	219.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	1,192.24	0.00	0.00	1,192.24
6060100 · Photocopier & Fax Income	15,404.52	0.00	0.00	15,404.52
6070200 · Reserve Fund Gifts	0.00	1,005.48	0.00	1,005.48
6070300 · General Fund Gifts	0.00	0.00	9,275.06	9,275.06
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	0.00	0.00	14,871.65
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,700.00	0.00	0.00	2,700.00
6130100 · Misc Incom -General(Sales/Fees)	4,749.31	0.00	0.00	4,749.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,472.19	0.00	0.00	1,472.19
6160100 · SPECIAL CREDITS (SOLAR PAN...	960.00	0.00	0.00	960.00
6170300 · Per Capita Grant	0.00	0.00	58,574.12	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	10,772.53	10,772.53
<b>Total Income</b>	<b>1,776,346.73</b>	<b>31,766.24</b>	<b>78,891.45</b>	<b>1,887,004.42</b>
<b>Gross Profit</b>	<b>1,776,346.73</b>	<b>31,766.24</b>	<b>78,891.45</b>	<b>1,887,004.42</b>
<b>Expense</b>				
8010100 · Adult Books	49,149.43	0.00	0.00	49,149.43
8020100 · Youth Books	33,199.48	0.00	0.00	33,199.48
8025100 · Professional Resources	2,198.96	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	14,416.48	0.00	0.00	14,416.48
8040300 · Operating Fund Gifts	0.00	0.00	23,439.11	23,439.11
8050100 · Adult AV Materials	30,387.70	0.00	0.00	30,387.70
8060100 · Youth AV Materials	9,252.62	0.00	0.00	9,252.62
8080100 · Video Games	9,621.37	0.00	0.00	9,621.37
8090100 · eBook & eMagazine Services	34,155.79	0.00	0.00	34,155.79
8095100 · Electronic Subscriptions	55,533.31	0.00	0.00	55,533.31
8110100 · Bank Service Charges	470.13	0.00	0.00	470.13
8120100 · Library Supplies	6,379.84	0.00	0.00	6,379.84
8130100 · Tech Services Supplies	15,390.35	0.00	0.00	15,390.35
8140100 · Adult Programs & Supplies	17,105.34	0.00	0.00	17,105.34
8145100 · Circulation Supplies	134.34	0.00	0.00	134.34
8147100 · Summer Reading Club	1,493.58	0.00	0.00	1,493.58
8150100 · Youth Programs & Supplies	19,460.80	0.00	0.00	19,460.80
8215100 · Collection Agency Fees	565.19	0.00	0.00	565.19
8245100 · Comp/OfcEqp/CopierRepairs/Co...	149,683.15	0.00	0.00	149,683.15
8260100 · Misc Contracted Services	7,774.92	0.00	0.00	7,774.92
8310100 · CCS & Polaris Expenses	60,827.26	0.00	0.00	60,827.26
8320100 · VOIP Phone Service	27,267.30	0.00	0.00	27,267.30
8325100 · INTERNET SERVICE	554.23	0.00	0.00	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	0.00	0.00	24,244.29
8420100 · Legal Services	9,121.64	0.00	0.00	9,121.64
8430100 · Other Misc Consultants	43,151.52	0.00	0.00	43,151.52
8440100 · In Service / Staff Train./ LMS	230.00	0.00	0.00	230.00
8510100 · Printing	27,230.00	0.00	0.00	27,230.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	85.23
8540100 · Postage	12,996.42	0.00	0.00	12,996.42



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Cash Basis

**McHenry Public Library District**  
**Statement of Revenues and Expenditures by Class**  
July 2019 through May 2020

	100 General Fu...	200 Special Re...	300 Grant and ...	TOTAL
8545100 · Printing/Copier Supplies	7,686.00	0.00	0.00	7,686.00
8550100 · Public Relations/Promotions	8,374.16	0.00	0.00	8,374.16
8610100 · Electricity	14,016.73	0.00	0.00	14,016.73
8620100 · Gas	2,089.60	0.00	0.00	2,089.60
8630100 · Telephone & Internet Services	712.85	0.00	0.00	712.85
8640100 · Water & Sewer	2,459.63	0.00	0.00	2,459.63
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	84,051.60	0.00	0.00	84,051.60
8760100 · Hospitality	14,661.16	0.00	0.00	14,661.16
8770100 · Interlibrary Loan Fees & Losses	150.49	0.00	0.00	150.49
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	38,235.63	38,235.63
8910100 · Salaries	1,622,914.97	0.00	0.00	1,622,914.97
8920100 · FICA/Medicare	117,220.82	0.00	0.00	117,220.82
8930100 · IMRF	182,517.87	0.00	0.00	182,517.87
8940100 · Health & Life Insurance	412,492.08	0.00	0.00	412,492.08
8950100 · Tuition Reimbursement	1,614.88	0.00	0.00	1,614.88
8960100 · Memberships & Dues	3,752.33	0.00	0.00	3,752.33
8970100 · Travel	14,555.25	0.00	0.00	14,555.25
8980100 · Meetings & Training	3,162.33	0.00	0.00	3,162.33
9030300 · Misc Grants	0.00	0.00	4,428.16	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	279.43
9070100 · Library Equipment	6,517.38	0.00	0.00	6,517.38
9080100 · Small Equipment Under \$250	1,825.21	0.00	0.00	1,825.21
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	62,982.16
<b>Total Expense</b>	<b>3,260,699.46</b>	<b>38,620.00</b>	<b>66,102.90</b>	<b>3,365,422.36</b>
<b>Net Income</b>	<b>(1,484,352.73)</b>	<b>(6,853.76)</b>	<b>12,788.55</b>	<b>(1,478,417.94)</b>

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06/11/20  
Cash Basis

**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6010100 · Property Taxes	1,725,657.44	3,180,661.29	(1,455,003.85)	54.3%
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030100 · Interest Income - General	127.76	4,000.00	(3,872.24)	3.2%
6030200 · Interest Income - Spec Reserve	1,171.76	3,000.00	(1,828.24)	39.1%
6030300 · Interest Income - Grant & Gifts	269.74	2,500.00	(2,230.26)	10.8%
6035100 · Dividends	219.00	1,000.00	(781.00)	21.9%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	1,192.24	1,000.00	192.24	119.2%
6060100 · Photocopier & Fax Income	15,404.52	20,000.00	(4,595.48)	77.0%
6070200 · Reserve Fund Gifts	1,005.48	25,000.00	(23,994.52)	4.0%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	13,500.00	1,371.65	110.2%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,700.00	1,000.00	1,700.00	270.0%
6130100 · Misc Income -General(Sales/Fees)	4,749.31	6,500.00	(1,750.69)	73.1%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,472.19	5,500.00	(4,027.81)	26.8%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	960.00	2,500.00	(1,540.00)	38.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	10,772.53	5,000.00	5,772.53	215.5%
<b>Total Income</b>	<b>1,887,004.42</b>	<b>3,935,489.29</b>	<b>(2,048,484.87)</b>	<b>47.9%</b>
<b>Gross Profit</b>	<b>1,887,004.42</b>	<b>3,935,489.29</b>	<b>(2,048,484.87)</b>	<b>47.9%</b>
<b>Expense</b>				
8010100 · Adult Books	49,149.43	85,000.00	(35,850.57)	57.8%
8020100 · Youth Books	33,199.48	52,000.00	(18,800.52)	63.8%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	14,416.48	14,500.00	(83.52)	99.4%
8040300 · Operating Fund Gifts	23,439.11	420,000.00	(396,560.89)	5.6%
8050100 · Adult AV Materials	30,387.70	42,000.00	(11,612.30)	72.4%
8060100 · Youth AV Materials	9,252.62	13,000.00	(3,747.38)	71.2%
8080100 · Video Games	9,621.37	15,000.00	(5,378.63)	64.1%
8090100 · eBook & eMagazine Services	34,155.79	68,000.00	(33,844.21)	50.2%
8095100 · Electronic Subscriptions	55,533.31	85,000.00	(29,466.69)	65.3%
8110100 · Bank Service Charges	470.13	200.00	270.13	235.1%
8120100 · Library Supplies	6,379.84	10,000.00	(3,620.16)	63.8%
8130100 · Tech Services Supplies	15,390.35	35,000.00	(19,609.65)	44.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	17,105.34	17,500.00	(394.66)	97.7%
8145100 · Circulation Supplies	134.34	6,000.00	(5,865.66)	2.2%
8147100 · Summer Reading Club	1,493.58	7,500.00	(6,006.42)	19.9%
8150100 · Youth Programs & Supplies	19,460.80	20,000.00	(539.20)	97.3%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	149,683.15	58,000.00	91,683.15	258.1%
8260100 · Misc Contracted Services	7,774.92	5,000.00	2,774.92	155.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	60,827.26	75,000.00	(14,172.74)	81.1%
8320100 · VOIP Phone Service	27,267.30	25,000.00	2,267.30	109.1%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	32,000.00	(7,755.71)	75.8%

**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
 July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	9,121.64	16,000.00	(6,878.36)	57.0%
8430100 · Other Misc Consultants	43,151.52	15,000.00	28,151.52	287.7%
8440100 · In Service / Staff Train./ LMS	230.00	15,000.00	(14,770.00)	1.5%
8510100 · Printing	27,230.00	30,000.00	(2,770.00)	90.8%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	12,996.42	15,000.00	(2,003.58)	86.6%
8545100 · Printing/Copier Supplies	7,686.00	10,000.00	(2,314.00)	76.9%
8550100 · Public Relations/Promotions	8,374.16	7,000.00	1,374.16	119.6%
8610100 · Electricity	14,016.73	25,000.00	(10,983.27)	56.1%
8620100 · Gas	2,089.60	10,000.00	(7,910.40)	20.9%
8630100 · Telephone & Internet Services	712.85	0.00	712.85	100.0%
8640100 · Water & Sewer	2,459.63	6,800.00	(4,340.37)	36.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	84,051.60	54,000.00	30,051.60	155.7%
8760100 · Hospitality	14,661.16	9,000.00	5,661.16	162.9%
8770100 · Interlibrary Loan Fees & Losses	150.49	700.00	(549.51)	21.5%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8800300 · Per Capita Grant expense for FY	38,235.63	67,628.00	(29,392.37)	56.5%
8910100 · Salaries	1,622,914.97	1,800,000.00	(177,085.03)	90.2%
8920100 · FICA/Medicare	117,220.82	148,000.00	(30,779.18)	79.2%
8930100 · IMRF	182,517.87	205,000.00	(22,482.13)	89.0%
8940100 · Health & Life Insurance	412,492.08	325,000.00	87,492.08	126.9%
8950100 · Tuition Reimbursement	1,614.88	6,000.00	(4,385.12)	26.9%
8960100 · Memberships & Dues	3,752.33	6,000.00	(2,247.67)	62.5%
8970100 · Travel	14,555.25	20,000.00	(5,444.75)	72.8%
8980100 · Meetings & Training	3,162.33	7,000.00	(3,837.67)	45.2%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	6,517.38	50,000.00	(43,482.62)	13.0%
9080100 · Small Equipment Under \$250	1,825.21	5,000.00	(3,174.79)	36.5%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
<b>Total Expense</b>	<b>3,365,422.36</b>	<b>4,795,528.00</b>	<b>(1,430,105.64)</b>	<b>70.2%</b>
<b>Net Income</b>	<b>(1,478,417.94)</b>	<b>(860,038.71)</b>	<b>(618,379.23)</b>	<b>171.9%</b>

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**McHenry Public Library District**  
**Statement of Revenue and Expenditures Budget vs. Actual**  
July 1, 2019 - May 31, 2020 - General Fund

	Jul '19 - May ...	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6010100 · Property Taxes	1,725,657.44	3,180,661.29	(1,455,003.85)	54.3%
6030100 · Interest Income - General	127.76	4,000.00	(3,872.24)	3.2%
6035100 · Dividends	219.00	1,000.00	(781.00)	21.9%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	1,192.24	1,000.00	192.24	119.2%
6060100 · Photocopier & Fax Income	15,404.52	20,000.00	(4,595.48)	77.0%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	13,500.00	1,371.65	110.2%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,700.00	1,000.00	1,700.00	270.0%
6130100 · Misc Incom -General(Sales/Fees)	4,749.31	6,500.00	(1,750.69)	73.1%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6150100 · Lost & Damged Materials	1,472.19	5,500.00	(4,027.81)	26.8%
6160100 · SPECIAL CREDITS (SOLAR PANE...	960.00	2,500.00	(1,540.00)	38.4%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
<b>Total Income</b>	<b>1,776,346.73</b>	<b>3,285,361.29</b>	<b>(1,509,014.56)</b>	<b>54.1%</b>
<b>Gross Profit</b>	<b>1,776,346.73</b>	<b>3,285,361.29</b>	<b>(1,509,014.56)</b>	<b>54.1%</b>
<b>Expense</b>				
8010100 · Adult Books	49,149.43	85,000.00	(35,850.57)	57.8%
8020100 · Youth Books	33,199.48	52,000.00	(18,800.52)	63.8%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	14,416.48	14,500.00	(83.52)	99.4%
8050100 · Adult AV Materials	30,387.70	42,000.00	(11,612.30)	72.4%
8060100 · Youth AV Materials	9,252.62	13,000.00	(3,747.38)	71.2%
8080100 · Video Games	9,621.37	15,000.00	(5,378.63)	64.1%
8090100 · eBook & eMagazine Services	34,155.79	68,000.00	(33,844.21)	50.2%
8095100 · Electronic Subscriptions	55,533.31	85,000.00	(29,466.69)	65.3%
8110100 · Bank Service Charges	470.13	200.00	270.13	235.1%
8120100 · Library Supplies	6,379.84	10,000.00	(3,620.16)	63.8%
8130100 · Tech Services Supplies	15,390.35	35,000.00	(19,609.65)	44.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	17,105.34	17,500.00	(394.66)	97.7%
8145100 · Circulation Supplies	134.34	6,000.00	(5,865.66)	2.2%
8147100 · Summer Reading Club	1,493.58	7,500.00	(6,006.42)	19.9%
8150100 · Youth Programs & Supplies	19,460.80	20,000.00	(539.20)	97.3%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	149,683.15	58,000.00	91,683.15	258.1%
8260100 · Misc Contracted Services	7,774.92	5,000.00	2,774.92	155.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	60,827.26	75,000.00	(14,172.74)	81.1%
8320100 · VOIP Phone Service	27,267.30	25,000.00	2,267.30	109.1%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	32,000.00	(7,755.71)	75.8%
8420100 · Legal Services	9,121.64	16,000.00	(6,878.36)	57.0%
8430100 · Other Misc Consultants	43,151.52	15,000.00	28,151.52	287.7%
8440100 · In Service / Staff Train./ LMS	230.00	15,000.00	(14,770.00)	1.5%
8510100 · Printing	27,230.00	30,000.00	(2,770.00)	90.8%

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**McHenry Public Library District**  
**Statement of Revenue and Expenditures Budget vs. Actual**  
July 1, 2019 - May 31, 2020 - General Fund

	Jul '19 - May ...	Budget	\$ Over Budget	% of Budget
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	12,996.42	15,000.00	(2,003.58)	86.6%
8545100 · Printing/Copier Supplies	7,686.00	10,000.00	(2,314.00)	76.9%
8550100 · Public Relations/Promotions	8,374.16	7,000.00	1,374.16	119.6%
8610100 · Electricity	14,016.73	25,000.00	(10,983.27)	56.1%
8620100 · Gas	2,089.60	10,000.00	(7,910.40)	20.9%
8630100 · Telephone & Internet Services	712.85	0.00	712.85	100.0%
8640100 · Water & Sewer	2,459.63	6,800.00	(4,340.37)	36.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	84,051.60	54,000.00	30,051.60	155.7%
8760100 · Hospitality	14,661.16	9,000.00	5,661.16	162.9%
8770100 · Interlibrary Loan Fees & Losses	150.49	700.00	(549.51)	21.5%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,622,914.97	1,800,000.00	(177,085.03)	90.2%
8920100 · FICA/Medicare	117,220.82	148,000.00	(30,779.18)	79.2%
8930100 · IMRF	182,517.87	205,000.00	(22,482.13)	89.0%
8940100 · Health & Life Insurance	412,492.08	325,000.00	87,492.08	126.9%
8950100 · Tuition Reimbursement	1,614.88	6,000.00	(4,385.12)	26.9%
8960100 · Memberships & Dues	3,752.33	6,000.00	(2,247.67)	62.5%
8970100 · Travel	14,555.25	20,000.00	(5,444.75)	72.8%
8980100 · Meetings & Training	3,162.33	7,000.00	(3,837.67)	45.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9070100 · Library Equipment	6,517.38	50,000.00	(43,482.62)	13.0%
9080100 · Small Equipment Under \$250	1,825.21	5,000.00	(3,174.79)	36.5%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
<b>Total Expense</b>	<b>3,260,699.46</b>	<b>4,115,900.00</b>	<b>(855,200.54)</b>	<b>79.2%</b>
<b>Net Income</b>	<b>(1,484,352.73)</b>	<b>(830,538.71)</b>	<b>(653,814.02)</b>	<b>178.7%</b>

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## McHenry Public Library District

## Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2019 - May 31, 2020 - Special Reserve Fund

	Jul '19 - May ...	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030200 · Interest Income - Spec Rese...	1,171.76	3,000.00	(1,828.24)	39.1%
6070200 · Reserve Fund Gifts	1,005.48	25,000.00	(23,994.52)	4.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reser...	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Income</b>	<b>31,766.24</b>	<b>555,000.00</b>	<b>(523,233.76)</b>	<b>5.7%</b>
<b>Gross Profit</b>	<b>31,766.24</b>	<b>555,000.00</b>	<b>(523,233.76)</b>	<b>5.7%</b>
<b>Expense</b>				
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
<b>Total Expense</b>	<b>38,620.00</b>	<b>130,000.00</b>	<b>(91,380.00)</b>	<b>29.7%</b>
<b>Net Income</b>	<b>(6,853.76)</b>	<b>425,000.00</b>	<b>(431,853.76)</b>	<b>(1.6)%</b>

**McHenry Public Library District**  
**Statement of Revenues and Expenditures Budget vs. Actual**  
July 1, 2019 - May 31, 2020 - Grant and Gift Fund

	<u>Jul '19 - ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Bu...</u>
<b>Income</b>				
6030300 · Interest Income - Grant & Gifts	269.74	2,500.00	(2,230.26)	10.8%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6210300 · Miscellaneous Grants	10,772.53	5,000.00	5,772.53	215.5%
<b>Total Income</b>	<b>78,891.45</b>	<b>95,128.00</b>	<b>(16,236.55)</b>	<b>82.9%</b>
<b>Gross Profit</b>	<b>78,891.45</b>	<b>95,128.00</b>	<b>(16,236.55)</b>	<b>82.9%</b>
<b>Expense</b>				
8040300 · Operating Fund Gifts	23,439.11	420,000.00	(396,560.89)	5.6%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	9,922.81	0.00	9,922.81	100.0%
8800321 · Youth Materials - PER CAPITA	10806.45	0.00	10,806.45	100.0%
8800331 · Staff Software - PER CAPITA	739.00	0.00	739.00	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	11219.39	0.00	11,219.39	100.0%
8800341 · Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	100.0%
8800300 · Per Capita Grant expense for FY - O...	83.88	67,628.00	(67,544.12)	0.1%
<b>Total 8800300 · Per Capita Grant expense for FY</b>	<b>38,235.63</b>	<b>67,628.00</b>	<b>(29,392.37)</b>	<b>56.5%</b>
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
<b>Total Expense</b>	<b>66,102.90</b>	<b>549,628.00</b>	<b>(483,525.10)</b>	<b>12.0%</b>
<b>Net Income</b>	<b>12,788.55</b>	<b>(454,500.00)</b>	<b>467,288.55</b>	<b>(2.8)%</b>

# MCHENRY PUBLIC LIBRARY DISTRICT

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## COMPILED FINANCIAL STATEMENTS

June 30, 2020



**McHenry Public Library District**  
**Balance Sheet**  
As of June 30, 2020

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1060100 MM - General - First Midwest	-298,719.93
1060200 MM - Spec Reserve-First Midwest	2,196,470.23
1060300 MM - Grant & Gift-First Midwest	416,061.28
<b>Total 1060 First Midwest Bank-Money Market</b>	<b>\$ 2,313,811.58</b>
1070100 HSA/Building - First Midwest	171,492.90
1615100 General Account - First Midwest	95,305.86
1625100 Payroll Account - First Midwest	69,462.16
1635100 Imprest Account - First Midwest	2,827.22
<b>Total Bank Accounts</b>	<b>\$ 2,652,899.72</b>
1005100 Petty Cash	800.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 800.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 800.00</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000100 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>	
2030100 State Withholding	16.07
2035100 Wisconsin Withholding	0.00
2040100 IMRF Withholding	0.00
2100100 Payroll Liabilities	66.74
2110100 Direct Deposit Liabilities	0.00
2500100 Due to Special Reserve Fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 82.81</b>
<b>Total Current Liabilities</b>	<b>\$ 82.81</b>
<b>Total Liabilities</b>	<b>\$ 82.81</b>
<b>Equity</b>	
3010100 Fund Balance - General	569,357.05
3010200 Fund Balance - Special Reserve	2,203,207.07
3010300 Fund Balance - Grants & Gifts	405,004.19
3900 Retained Earnings	-523,951.40
<b>Net Income</b>	
<b>Total Equity</b>	<b>\$ 2,653,616.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,653,699.72</b>

# McHenry Public Library District

## REVENUE AND EXPENDITURES

June 2020

	JUN 2020	TOTAL
<b>Income</b>		
6010100 Property Taxes	1,318,876.30	\$1,318,876.30
6030100 Interest Income - General	-78.55	\$ -78.55
6030200 Interest Income - Spec Reserve	116.97	\$116.97
6030300 Interest Income - Grant & Gifts	20.39	\$20.39
6050100 Fines	45.00	\$45.00
6055100 Referral/Collection Fees	94.00	\$94.00
6060100 Photocopier & Fax Income	474.26	\$474.26
6090100 Annexation Impact Fees	27,181.00	\$27,181.00
6105100 Cobra/Retiree Insurance Pmts	3,168.75	\$3,168.75
6130100 Misc Incom -General(Sales/Fees)	-25.00	\$ -25.00
6131100 Misc Other Income - General	100.00	\$100.00
6150100 Lost & Damged Materials	-52.97	\$ -52.97
6160100 SPECIAL CREDITS (SOLAR PANELS)	720.00	\$720.00
<b>Total Income</b>	<b>\$1,350,640.15</b>	<b>\$1,350,640.15</b>
<b>GROSS PROFIT</b>	<b>\$1,350,640.15</b>	<b>\$1,350,640.15</b>
<b>Expenses</b>		
8010100 Adult Books	9,646.13	\$9,646.13
8020100 Youth Books	2,541.61	\$2,541.61
8030100 Magazines & Newspapers	266.44	\$266.44
8040300 Operating Fund Gifts	646.72	\$646.72
8050100 Adult AV Materials	1,706.49	\$1,706.49
8060100 Youth AV Materials	760.81	\$760.81
8080100 Video Games	656.21	\$656.21
8090100 eBook & eMagazine Services	32,536.61	\$32,536.61
8095100 Electronic Subscriptions	29,141.75	\$29,141.75
8110100 Bank Service Charges	98.31	\$98.31
8120100 Library Supplies	249.11	\$249.11
8130100 Tech Services Supplies	406.64	\$406.64
8140100 Adult Programs & Supplies	1,443.61	\$1,443.61
8147100 Summer Reading Club	1,323.55	\$1,323.55
8150100 Youth Programs & Supplies	363.12	\$363.12
8260100 Misc Contracted Services	961.50	\$961.50
8320100 VOIP Phone Service	1,553.65	\$1,553.65
8325100 INTERNET SERVICE	1,681.97	\$1,681.97
8410100 Payroll Exp, Acctg & Audit Serv	658.00	\$658.00
8430100 Other Misc Consultants	345.88	\$345.88
8510100 Printing	3,192.00	\$3,192.00
8540100 Postage	2,132.71	\$2,132.71
8550100 Public Relations/Promotions	197.68	\$197.68
8610100 Electricity	7,179.60	\$7,179.60
8620100 Gas	5,256.44	\$5,256.44

# McHenry Public Library District

## REVENUE AND EXPENDITURES

June 2020

	JUN 2020	TOTAL
8630100 Telephone & Internet Services	1,553.65	\$1,553.65
8640100 Water & Sewer	56.61	\$56.61
8720100 Building/Auto Insurance	243.00	\$243.00
8740100 Building & Grounds	8,128.22	\$8,128.22
8770100 Interlibrary Loan Fees & Losses	29.98	\$29.98
8800300 Per Capita Grant expense for FY		\$0.00
8800311 Adult Materials - PER CAPITA	352.57	\$352.57
8800333 Computer Equipment - PER CAPITA	6,735.63	\$6,735.63
<b>Total 8800300 Per Capita Grant expense for FY</b>	<b>7,088.20</b>	<b>\$7,088.20</b>
8910100 Salaries	201,118.77	\$201,118.77
8920100 FICA/Medicare	14,419.75	\$14,419.75
8930100 IMRF	20,699.78	\$20,699.78
8940100 Health & Life Insurance	24,525.84	\$24,525.84
8970100 Travel	1.61	\$1.61
9060100 Library Furnishings	4,243.74	\$4,243.74
9080100 Small Equipment Under \$250	168.57	\$168.57
9090100 Additional Capital Projects	9,525.35	\$9,525.35
<b>Total Expenses</b>	<b>\$396,749.61</b>	<b>\$396,749.61</b>
<b>NET OPERATING INCOME</b>	<b>\$953,890.54</b>	<b>\$953,890.54</b>
<b>NET INCOME</b>	<b>\$953,890.54</b>	<b>\$953,890.54</b>

# McHenry Public Library District

## REVENUE AND EXPENDITURES BY CLASS

June 2020

	100 GENERAL FUND	200 SPECIAL RESERVE FUND	300 GRANT AND GIFT FUND	TOTAL
<b>Income</b>				
6010100 Property Taxes	1,318,876.30			\$1,318,876.30
6030100 Interest Income - General	-78.55			\$ -78.55
6030200 Interest Income - Spec Reserve		116.97		\$116.97
6030300 Interest Income - Grant & Gifts			20.39	\$20.39
6050100 Fines	45.00			\$45.00
6055100 Referral/Collection Fees	94.00			\$94.00
6060100 Photocopier & Fax Income	474.26			\$474.26
6090100 Annexation Impact Fees	27,181.00			\$27,181.00
6105100 Cobra/Retiree Insurance Pmts	3,168.75			\$3,168.75
6130100 Misc Incom -General(Sales/Fees)	-25.00			\$ -25.00
6131100 Misc Other Income - General	100.00			\$100.00
6150100 Lost & Damged Materials	-52.97			\$ -52.97
6160100 SPECIAL CREDITS (SOLAR PANELS)	720.00			\$720.00
<b>Total Income</b>	<b>\$1,350,502.79</b>	<b>\$116.97</b>	<b>\$20.39</b>	<b>\$1,350,640.15</b>
<b>GROSS PROFIT</b>	<b>\$1,350,502.79</b>	<b>\$116.97</b>	<b>\$20.39</b>	<b>\$1,350,640.15</b>
<b>Expenses</b>				
8010100 Adult Books	9,646.13			\$9,646.13
8020100 Youth Books	2,541.61			\$2,541.61
8030100 Magazines & Newspapers	266.44			\$266.44
8040300 Operating Fund Gifts	14.69		632.03	\$646.72
8050100 Adult AV Materials	1,706.49			\$1,706.49
8060100 Youth AV Materials	760.81			\$760.81
8080100 Video Games	656.21			\$656.21
8090100 eBook & eMagazine Services	32,536.61			\$32,536.61
8095100 Electronic Subscriptions	29,141.75			\$29,141.75
8110100 Bank Service Charges	98.31			\$98.31
8120100 Library Supplies	249.11			\$249.11
8130100 Tech Services Supplies	406.64			\$406.64
8140100 Adult Programs & Supplies	1,443.61			\$1,443.61
8147100 Summer Reading Club	1,323.55			\$1,323.55
8150100 Youth Programs & Supplies	363.12			\$363.12
8260100 Misc Contracted Services	961.50			\$961.50
8320100 VOIP Phone Service	1,553.65			\$1,553.65
8325100 INTERNET SERVICE	1,681.97			\$1,681.97
8410100 Payroll Exp, Acctg & Audit Serv	658.00			\$658.00
8430100 Other Misc Consultants	345.88			\$345.88
8510100 Printing	3,192.00			\$3,192.00
8540100 Postage	2,132.71			\$2,132.71
8550100 Public Relations/Promotions	197.68			\$197.68
8610100 Electricity	7,179.60			\$7,179.60
8620100 Gas	5,256.44			\$5,256.44
8630100 Telephone & Internet Services	1,553.65			\$1,553.65

# McHenry Public Library District

## REVENUE AND EXPENDITURES BY CLASS

June 2020

	100 GENERAL FUND	200 SPECIAL RESERVE FUND	300 GRANT AND GIFT FUND	TOTAL
8640100 Water & Sewer	56.61			\$56.61
8720100 Building/Auto Insurance	243.00			\$243.00
8740100 Building & Grounds	8,128.22			\$8,128.22
8770100 Interlibrary Loan Fees & Losses	29.98			\$29.98
8800300 Per Capita Grant expense for FY				\$0.00
8800311 Adult Materials - PER CAPITA	255.95		96.62	\$352.57
8800333 Computer Equipment - PER CAPITA	5,712.43		1,023.20	\$6,735.63
<b>Total 8800300 Per Capita Grant expense for FY</b>	<b>5,968.38</b>		<b>1,119.82</b>	<b>\$7,088.20</b>
8910100 Salaries	201,118.77			\$201,118.77
8920100 FICA/Medicare	14,419.75			\$14,419.75
8930100 IMRF	20,699.78			\$20,699.78
8940100 Health & Life Insurance	24,525.84			\$24,525.84
8970100 Travel	1.61			\$1.61
9060100 Library Furnishings	4,243.74			\$4,243.74
9080100 Small Equipment Under \$250	168.57			\$168.57
9090100 Additional Capital Projects	9,525.35			\$9,525.35
<b>Total Expenses</b>	<b>\$394,997.76</b>	<b>\$0.00</b>	<b>\$1,751.85</b>	<b>\$396,749.61</b>
<b>NET OPERATING INCOME</b>	<b>\$955,505.03</b>	<b>\$116.97</b>	<b>\$ -1,731.46</b>	<b>\$953,890.54</b>
<b>NET INCOME</b>	<b>\$955,505.03</b>	<b>\$116.97</b>	<b>\$ -1,731.46</b>	<b>\$953,890.54</b>

# McHenry Public Library District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6010100 Property Taxes	3,044,533.74	3,180,661.29	-136,127.55	95.72 %
6020100 Corp Replacement Taxes		0.00	0.00	
6020200 Developer Fees	29,589.00	0.00	29,589.00	
6030100 Interest Income - General	49.21	4,000.00	-3,950.79	1.23 %
6031100 Interest Rebate Income		0.00	0.00	
<b>Total 6030100 Interest Income - General</b>	<b>49.21</b>	<b>4,000.00</b>	<b>-3,950.79</b>	<b>1.23 %</b>
6030200 Interest Income - Spec Reserve	1,288.73	3,000.00	-1,711.27	42.96 %
6030300 Interest Income - Grant & Gifts	290.13	0.00	290.13	
6035100 Dividends	219.00	1,000.00	-781.00	21.90 %
6040100 Nonresident/Enhanced Cards	45.00	1,500.00	-1,455.00	3.00 %
6050100 Fines	2,700.96	23,500.00	-20,799.04	11.49 %
6055100 Referral/Collection Fees	1,286.24	1,000.00	286.24	128.62 %
6060100 Photocopier & Fax Income	15,878.78	20,000.00	-4,121.22	79.39 %
6070200 Reserve Fund Gifts	1,005.48	0.00	1,005.48	
6070300 General Fund Gifts	9,275.06	0.00	9,275.06	
6080200 Bond & Debt Certificate Sale		0.00	0.00	
6090100 Annexation Impact Fees	27,181.00	20,000.00	7,181.00	135.91 %
6090200 Transfer from General Fund		400,000.00	-400,000.00	
6105100 Cobra/Retiree Insurance Pmts	18,040.40	13,500.00	4,540.40	133.63 %
6110100 Program Fees/Misc Fees	2,150.00	4,200.00	-2,050.00	51.19 %
6120100 Meeting Room Fees	2,700.00	1,000.00	1,700.00	270.00 %
6130100 Misc Incom -General(Sales/Fees)	4,724.31	6,500.00	-1,775.69	72.68 %
6130200 Misc Income - Special Reserve		2,000.00	-2,000.00	
6131100 Misc Other Income - General	4,241.66	0.00	4,241.66	
6150100 Lost & Damged Materials	1,419.22	5,500.00	-4,080.78	25.80 %
6160100 SPECIAL CREDITS (SOLAR PANELS)	1,680.00	2,500.00	-820.00	67.20 %
6170300 Per Capita Grant	58,574.12	67,628.00	-9,053.88	86.61 %
6200100 Over/Short		500.00	-500.00	
6210300 Miscellaneous Grants	10,772.53	0.00	10,772.53	
<b>Total Income</b>	<b>\$3,237,644.57</b>	<b>\$3,757,989.29</b>	<b>\$ -520,344.72</b>	<b>86.15 %</b>
<b>GROSS PROFIT</b>	<b>\$3,237,644.57</b>	<b>\$3,757,989.29</b>	<b>\$ -520,344.72</b>	<b>86.15 %</b>
<b>Expenses</b>				
8010100 Adult Books	58,795.56	85,000.00	-26,204.44	69.17 %
8020100 Youth Books	35,741.09	52,000.00	-16,258.91	68.73 %
8025100 Professional Resources	2,198.96	5,000.00	-2,801.04	43.98 %
8028100 Administrative Resources (GA)	350.00	5,000.00	-4,650.00	7.00 %
8030100 Magazines & Newspapers	14,106.92	14,500.00	-393.08	97.29 %
8040300 Operating Fund Gifts	24,085.83	0.00	24,085.83	
8050100 Adult AV Materials	32,094.19	42,000.00	-9,905.81	76.41 %
8060100 Youth AV Materials	10,013.43	13,000.00	-2,986.57	77.03 %
8080100 Video Games	10,277.57	15,000.00	-4,722.43	68.52 %

# McHenry Public Library District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8090100 eBook & eMagazine Services	66,692.40	68,000.00	-1,307.60	98.08 %
8095100 Electronic Subscriptions	84,675.06	85,000.00	-324.94	99.62 %
8110100 Bank Service Charges	568.44	200.00	368.44	284.22 %
8120100 Library Supplies	6,628.95	10,000.00	-3,371.05	66.29 %
8130100 Tech Services Supplies	15,796.99	35,000.00	-19,203.01	45.13 %
8135100 Bindery		200.00	-200.00	
8140100 Adult Programs & Supplies	18,548.95	17,500.00	1,048.95	105.99 %
8145100 Circulation Supplies	134.34	6,000.00	-5,865.66	2.24 %
8147100 Summer Reading Club	2,817.14	7,500.00	-4,682.86	37.56 %
8150100 Youth Programs & Supplies	19,823.92	20,000.00	-176.08	99.12 %
8215100 Collection Agency Fees	565.19	1,500.00	-934.81	37.68 %
8245100 Comp/OfcEqp/CopierRepairs/Contr	149,683.15	58,000.00	91,683.15	258.07 %
8260100 Misc Contracted Services	8,736.42	5,000.00	3,736.42	174.73 %
8270100 Finance/Late Fee Charges		500.00	-500.00	
8310100 CCS & Polaris Expenses	60,827.26	75,000.00	-14,172.74	81.10 %
8320100 VOIP Phone Service	16,183.50	25,000.00	-8,816.50	64.73 %
8325100 INTERNET SERVICE	14,873.65	25,000.00	-10,126.35	59.49 %
8330100 OCLC Services (cataloging)		0.00	0.00	
8410100 Payroll Exp, Acctg & Audit Serv	24,902.29	32,000.00	-7,097.71	77.82 %
8420100 Legal Services	9,121.64	16,000.00	-6,878.36	57.01 %
8430100 Other Misc Consultants	43,497.40	15,000.00	28,497.40	289.98 %
8440100 In Service / Staff Train./ LMS	230.00	15,000.00	-14,770.00	1.53 %
8510100 Printing	30,422.00	30,000.00	422.00	101.41 %
8530100 Public Notices & Ads	85.23	3,000.00	-2,914.77	2.84 %
8540100 Postage	15,129.13	15,000.00	129.13	100.86 %
8545100 Printing/Copier Supplies	7,686.00	10,000.00	-2,314.00	76.86 %
8550100 Public Relations/Promotions	8,571.84	7,000.00	1,571.84	122.45 %
8610100 Electricity	21,196.33	25,000.00	-3,803.67	84.79 %
8620100 Gas	7,346.04	10,000.00	-2,653.96	73.46 %
8630100 Telephone & Internet Services	2,266.50	0.00	2,266.50	
8640100 Water & Sewer	2,516.24	6,800.00	-4,283.76	37.00 %
8720100 Building/Auto Insurance	32,704.00	30,000.00	2,704.00	109.01 %
8730100 Bonding & Officers Liability	1,208.00	5,500.00	-4,292.00	21.96 %
8740100 Building & Grounds	92,179.82	54,000.00	38,179.82	170.70 %
8760100 Hospitality	14,661.16	10,000.00	4,661.16	146.61 %
8770100 Interlibrary Loan Fees & Losses	180.47	700.00	-519.53	25.78 %
8795100 Miscellaneous (FH)	562.86	2,000.00	-1,437.14	28.14 %
8800300 Per Capita Grant expense for FY	83.88	52,529.00	-52,445.12	0.16 %
8800311 Adult Materials - PER CAPITA	10,275.38	0.00	10,275.38	
8800321 Youth Materials - PER CAPITA	10,806.45	0.00	10,806.45	
8800331 Staff Software - PER CAPITA	739.00	0.00	739.00	
8800332 Public Software - PER CAPITA	3,904.10	0.00	3,904.10	
8800333 Computer Equipment - PER CAPITA	17,955.02	0.00	17,955.02	

# McHenry Public Library District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8800341 Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	
8800342 Personnel - PER CAPITA		0.00	0.00	
<b>Total 8800300 Per Capita Grant expense for FY</b>	<b>45,323.83</b>	<b>52,529.00</b>	<b>-7,205.17</b>	<b>86.28 %</b>
8900300 PerCapita Grant expense		0.00	0.00	
8910100 Salaries	1,824,033.74	1,800,000.00	24,033.74	101.34 %
8920100 FICA/Medicare	131,640.57	148,000.00	-16,359.43	88.95 %
8925100 Other Payroll Taxes	0.00	0.00	0.00	
8930100 IMRF	203,217.65	205,000.00	-1,782.35	99.13 %
8940100 Health & Life Insurance	437,017.92	325,000.00	112,017.92	134.47 %
8950100 Tuition Reimbursement	1,614.88	6,000.00	-4,385.12	26.91 %
8960100 Memberships & Dues	3,752.33	6,000.00	-2,247.67	62.54 %
8970100 Travel	14,556.86	20,000.00	-5,443.14	72.78 %
8980100 Meetings & Training	3,162.33	7,000.00	-3,837.67	45.18 %
9030300 Misc Grants	4,428.16	12,000.00	-7,571.84	36.90 %
9050200 Library District Act	38,620.00	50,000.00	-11,380.00	77.24 %
9060100 Library Furnishings	4,523.17	65,000.00	-60,476.83	6.96 %
9060200 Special Reserve Expenditures		50,000.00	-50,000.00	
9070100 Library Equipment	6,517.38	5,000.00	1,517.38	130.35 %
9080100 Small Equipment Under \$250	1,993.78	120,000.00	-118,006.22	1.66 %
9090100 Additional Capital Projects	72,507.51	120,000.00	-47,492.49	60.42 %
9100100 Transfer to Reserve Fund		400,000.00	-400,000.00	
9100300 Transfer from Grant & Gift Fund		50,000.00	-50,000.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
<b>Total Expenses</b>	<b>\$3,761,595.97</b>	<b>\$4,399,429.00</b>	<b>\$ -637,833.03</b>	<b>85.50 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -523,951.40</b>	<b>\$ -641,439.71</b>	<b>\$117,488.31</b>	<b>81.68 %</b>
<b>NET INCOME</b>	<b>\$ -523,951.40</b>	<b>\$ -641,439.71</b>	<b>\$117,488.31</b>	<b>81.68 %</b>



**MCHENRY PUBLIC LIBRARY DISTRICT**

**COMPILED FINANCIAL STATEMENTS**

**October 31, 2020**

McHenry Public Library District  
**Balance Sheet**  
As of October 31, 2020

	Oct 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	368,223.10
1060200 · MM - Spec Reserve	2,159,187.09
1060300 · MM - Grant & Gift	458,768.05
<b>Total 1060 · First Midwest Bank-Money Mar...</b>	<b>2,986,178.24</b>
1070100 · HSA/Building - First Midwest	6,338.72
1615100 · General Account - First Midwest	79,955.21
1625100 · Payroll Account - First Midwest	107,853.18
1635100 · Imprest Account - First Midwest	5,000.00
<b>Total Checking/Savings</b>	<b>3,185,325.35</b>
<b>Other Current Assets</b>	
1005100 · Petty Cash	800.00
<b>Total Other Current Assets</b>	<b>800.00</b>
<b>Total Current Assets</b>	<b>3,186,125.35</b>
<b>TOTAL ASSETS</b>	<b>3,186,125.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3010100 · Fund Balance - General	42,638.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
Net Income	530,955.64
<b>Total Equity</b>	<b>3,186,125.35</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,186,125.35</b>

**McHenry Public Library District**  
**Monthly Income and Expenses**  
October 2020

	Oct 20
<b>Ordinary Income/Expense</b>	
Income	
6010100 · Property Taxes	360,497.67
6030200 · Interest Income - Spec Reserve	87.16
6030300 · Interest Income - Grant & Gifts	16.47
6035100 · Dividends	56.00
6040100 · Nonresident/Enhanced Cards	180.00
6050100 · Fines and Fees	930.49
6055100 · Referral/Collection Fees	10.00
6060100 · Copy/Scan/Fax/Notary Income	(1,015.31)
6105100 · Retiree Insurance Payments	87.42
6150100 · Lost & Damaged Materials	362.44
6170300 · Per Capita Grant	52,528.75
<b>Total Income</b>	<b>413,741.09</b>
<b>Gross Profit</b>	<b>413,741.09</b>
Expense	
8010100 · Adult Books	4,592.25
8020100 · Youth Books	2,282.47
8030100 · Magazines & Newspapers	(107.37)
8040300 · Operating Fund Gifts	428.44
8050100 · Adult AV Materials	1,451.28
8060100 · Youth AV Materials	(45.64)
8080100 · Video Games	(1,105.54)
8090100 · eBook & eMagazine Services	10,065.22
8095100 · Electronic Resources	6,329.15
8110100 · Bank Service Charges	30.00
8120100 · Library Supplies	101.09
8130100 · Tech Services Supplies	371.08
8140100 · Adult Programs & Supplies	1,203.98
8142100 · COMICON	1,211.74
8147100 · Summer Reading Club	(381.51)
8150100 · Youth Programs & Supplies	268.32
8215100 · Referral/Collection Agency Fees	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	10,647.00
8275100 · Public Pmt Processing Fees	28.93
8310100 · CCS/Polaris/OCLC	17,355.93
8320100 · VOIP Phone Service	1,623.26
8325100 · Internet/Phone Services	765.29
8410100 · Accounting/Payroll/Audit Serv	3,213.31
8430100 · Other Consulting Fees	620.00
8510100 · Printing Services Outsourced	3,277.00
8540100 · Postage/Shipping	3,202.62
8550100 · Public Relations/Promotions	325.50
8610100 · Electricity	2,355.37
8620100 · Gas	553.01
8640100 · Water & Sewer	757.83
8720100 · Building/Auto Insurance	9,421.00
8740100 · Building Maintance	4,461.80
8745100 · Grounds Maintenance	779.12
8750100 · General Operations Maintenance	2,298.53
8770100 · Library Lost/Damaged Materials	26.00
8800311 · Adult Materials - Per Capita	733.53
8800333 · Computer Equipment - Per Capita	454.40
8800341 · Other Equipment - Per Capita	15.99
8910100 · Salaries	143,026.94
8920100 · FICA/Medicare	9,348.16

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Cash Basis

McHenry Public Library District  
**Monthly Income and Expenses**  
October 2020

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	<u>Oct 20</u>
8930100 · IMRF	14,531.68
8940100 · Health & Life Insurance	6,287.56
8945100 · Employment Screening	100.95
8960100 · Memberships & Dues	499.00
8970100 · Travel	42.78
8980100 · Continuing Education	298.84
9080100 · Small Equipment Under \$250	9.88
	<hr/>
Total Expense	263,783.02
	<hr/>
Net Ordinary Income	149,958.07
	<hr/>
Net Income	<u>149,958.07</u>

**McHenry Public Library District**  
**Statement of Revenue and Expenses Budget vs. Actual**  
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6010100 · Property Taxes	1,606,022.82	3,180,662.29	(1,574,639.47)	50.5%
6020200 · Developer Fees	0.00	50,000.00	(50,000.00)	0.0%
6030100 · Interest Income - General	0.00	1,000.00	(1,000.00)	0.0%
6030200 · Interest Income - Spec Reserve	280.02	1,000.00	(719.98)	28.0%
6030300 · Interest Income - Grant & Gifts	52.89	500.00	(447.11)	10.6%
6035100 · Dividends	112.00	500.00	(388.00)	22.4%
6040100 · Nonresident/Enhanced Cards	180.00	500.00	(320.00)	36.0%
6050100 · Fines and Fees	2,397.32	12,000.00	(9,602.68)	20.0%
6055100 · Referral/Collection Fees	10.00	1,000.00	(990.00)	1.0%
6060100 · Copy/Scan/Fax/Notary Income	100.00	22,000.00	(21,900.00)	0.5%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	450.83	10,000.00	(9,549.17)	4.5%
6090100 · Annex/Impact Fees	0.00	10,000.00	(10,000.00)	0.0%
6105100 · Retiree Insurance Payments	2,229.06	15,000.00	(12,770.94)	14.9%
6110100 · Program Fees/Misc Fees	0.00	4,200.00	(4,200.00)	0.0%
6120100 · Meeting Room Fees	0.00	1,500.00	(1,500.00)	0.0%
6130100 · Misc Income-General(Sales/Fees)	0.00	6,000.00	(6,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6131100 · Misc Other Income - General	5,246.98	0.00	5,246.98	100.0%
6150100 · Lost & Damaged Materials	674.58	5,500.00	(4,825.42)	12.3%
6157100 · CCS/LLSAP Income	1,561.19	25,000.00	(23,438.81)	6.2%
6160100 · SOLAR PANELS CREDITS	0.00	2,000.00	(2,000.00)	0.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Income</b>	<b>1,671,846.44</b>	<b>3,485,362.29</b>	<b>(1,813,515.85)</b>	<b>48.0%</b>
<b>Gross Profit</b>	<b>1,671,846.44</b>	<b>3,485,362.29</b>	<b>(1,813,515.85)</b>	<b>48.0%</b>
<b>Expense</b>				
8010100 · Adult Books	19,938.62	65,000.00	(45,061.38)	30.7%
8020100 · Youth Books	25,272.81	50,000.00	(24,727.19)	50.5%
8025100 · Professional Resources	0.00	2,500.00	(2,500.00)	0.0%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	10,798.46	16,500.00	(5,701.54)	65.4%
8040300 · Operating Fund Gifts	120.22	50,000.00	(49,879.78)	0.2%
8050100 · Adult AV Materials	8,378.63	36,000.00	(27,621.37)	23.3%
8060100 · Youth AV Materials	4,218.36	12,500.00	(8,281.64)	33.7%
8080100 · Video Games	1,456.25	14,000.00	(12,543.75)	10.4%
8090100 · eBook & eMagazine Services	19,922.39	47,500.00	(27,577.61)	41.9%
8095100 · Electronic Resources	31,228.22	66,500.00	(35,271.78)	47.0%
8110100 · Bank Service Charges	109.68	0.00	109.68	100.0%
8120100 · Library Supplies	2,131.86	5,500.00	(3,368.14)	38.8%
8130100 · Tech Services Supplies	12,976.16	27,500.00	(14,523.84)	47.2%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	2,618.96	12,500.00	(9,881.04)	21.0%
8142100 · COMICON	1,211.74	3,500.00	(2,288.26)	34.6%
8145100 · Circulation Supplies	291.37	2,000.00	(1,708.63)	14.6%
8147100 · Summer Reading Club	1,982.75	7,000.00	(5,017.25)	28.3%
8150100 · Youth Programs & Supplies	136.17	12,500.00	(12,363.83)	1.1%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	44,025.50	52,500.00	(8,474.50)	83.9%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	0.00	500.00	(500.00)	0.0%
8275100 · Public Pmt Processing Fees	28.93	500.00	(471.07)	5.8%
8310100 · CCS/Polaris/OCLC	34,711.86	72,000.00	(37,288.14)	48.2%

**McHenry Public Library District**  
**Statement of Revenue and Expenses Budget vs. Actual**  
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
8320100 · VOIP Phone Service	4,816.04	24,000.00	(19,183.96)	20.1%
8325100 · Internet/Phone Services	3,443.09	15,000.00	(11,556.91)	23.0%
8410100 · Accounting/Payroll/Audit Serv	11,770.26	26,500.00	(14,729.74)	44.4%
8420100 · Legal Services	275.00	10,000.00	(9,725.00)	2.8%
8430100 · Other Consulting Fees	2,595.00	15,000.00	(12,405.00)	17.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	6,469.00	26,000.00	(19,531.00)	24.9%
8530100 · Public Notices/Ads legal/job	67.50	1,500.00	(1,432.50)	4.5%
8540100 · Postage/Shipping	3,736.53	13,000.00	(9,263.47)	28.7%
8545100 · Printing/Copier Supplies	98.75	8,500.00	(8,401.25)	1.2%
8550100 · Public Relations/Promotions	450.48	7,500.00	(7,049.52)	6.0%
8610100 · Electricity	8,417.11	22,000.00	(13,582.89)	38.3%
8620100 · Gas	673.17	8,000.00	(7,326.83)	8.4%
8630100 · Telephone & Internet Services	0.00	483.35	(483.35)	0.0%
8640100 · Water & Sewer	1,214.66	5,000.00	(3,785.34)	24.3%
8720100 · Building/Auto Insurance	9,421.00	34,000.00	(24,579.00)	27.7%
8730100 · Bonding & Officers Liability	0.00	2,500.00	(2,500.00)	0.0%
8740100 · Building Maintenance	19,466.96	47,500.00	(28,033.04)	41.0%
8745100 · Grounds Maintenance	3,912.62	17,000.00	(13,087.38)	23.0%
8750100 · General Operations Maintenance	2,423.53	40,000.00	(37,576.47)	6.1%
8760100 · Hospitality	2,659.53	3,500.00	(840.47)	76.0%
8770100 · Library Lost/Damaged Materials	28.01	500.00	(471.99)	5.6%
8795100 · Miscellaneous	409.77	750.00	(340.23)	54.6%
8800311 · Adult Materials - Per Capita	1,610.08	13,132.00	(11,521.92)	12.3%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	1,950.00	5,000.00	(3,050.00)	39.0%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	538,800.83	1,630,000.00	(1,091,199.17)	33.1%
8920100 · FICA/Medicare	38,594.87	117,500.00	(78,905.13)	32.8%
8930100 · IMRF	59,206.46	200,000.00	(140,793.54)	29.6%
8940100 · Health & Life Insurance	143,452.78	375,000.00	(231,547.22)	38.3%
8945100 · Employment Screening	100.95	1,000.00	(899.05)	10.1%
8950100 · Tuition Reimbursement	436.00	16,500.00	(16,064.00)	2.6%
8955100 · Telecommute Reimbursements	0.00	12,600.00	(12,600.00)	0.0%
8960100 · Memberships & Dues	1,805.94	4,500.00	(2,694.06)	40.1%
8970100 · Travel	168.47	5,000.00	(4,831.53)	3.4%
8980100 · Continuing Education	2,013.11	3,250.00	(1,236.89)	61.9%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
9050200 · Library District Act	37,563.20	40,000.00	(2,436.80)	93.9%
9060100 · Library Furnishings	239.72	12,500.00	(12,260.28)	1.9%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	5,691.33	11,500.00	(5,808.67)	49.5%
9080100 · Small Equipment Under \$250	9.88	5,000.00	(4,990.12)	0.2%
9090100 · ADTL Capital Projects/Equipment	0.00	47,500.00	(47,500.00)	0.0%
<b>Total Expense</b>	<b>1,140,890.80</b>	<b>3,509,512.10</b>	<b>(2,368,621.30)</b>	<b>32.5%</b>
<b>Net Ordinary Income</b>	<b>530,955.64</b>	<b>(24,149.81)</b>	<b>555,105.45</b>	<b>(2,198.6)%</b>
<b>Net Income</b>	<b>530,955.64</b>	<b>(24,149.81)</b>	<b>555,105.45</b>	<b>(2,198.6)%</b>

McHenry Public Library District  
**Statement of Revenue and Expenses by Class**  
July through October 2020

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6010100 · Property Taxes	1,606,022.82	0.00	0.00	1,606,022.82
6030200 · Interest Income - Spec Reserve	0.00	280.02	0.00	280.02
6030300 · Interest Income - Grant & Gifts	0.00	0.00	52.89	52.89
6035100 · Dividends	112.00	0.00	0.00	112.00
6040100 · Nonresident/Enhanced Cards	180.00	0.00	0.00	180.00
6050100 · Fines and Fees	2,397.32	0.00	0.00	2,397.32
6055100 · Referral/Collection Fees	10.00	0.00	0.00	10.00
6060100 · Copy/Scan/Fax/Notary Income	100.00	0.00	0.00	100.00
6070300 · General Fund Gifts	0.00	0.00	450.83	450.83
6105100 · Retiree Insurance Payments	2,229.06	0.00	0.00	2,229.06
6131100 · Misc Other Income - General	5,246.98	0.00	0.00	5,246.98
6150100 · Lost & Damaged Materials	674.58	0.00	0.00	674.58
6157100 · CCS/LLSAP Income	1,561.19	0.00	0.00	1,561.19
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
<b>Total Income</b>	<b>1,618,533.95</b>	<b>280.02</b>	<b>53,032.47</b>	<b>1,671,846.44</b>
<b>Gross Profit</b>	<b>1,618,533.95</b>	<b>280.02</b>	<b>53,032.47</b>	<b>1,671,846.44</b>
<b>Expense</b>				
8010100 · Adult Books	19,938.62	0.00	0.00	19,938.62
8020100 · Youth Books	25,272.81	0.00	0.00	25,272.81
8030100 · Magazines & Newspapers	10,798.46	0.00	0.00	10,798.46
8040300 · Operating Fund Gifts	0.00	0.00	120.22	120.22
8050100 · Adult AV Materials	8,378.63	0.00	0.00	8,378.63
8060100 · Youth AV Materials	4,218.36	0.00	0.00	4,218.36
8080100 · Video Games	1,456.25	0.00	0.00	1,456.25
8090100 · eBook & eMagazine Services	19,922.39	0.00	0.00	19,922.39
8095100 · Electronic Resources	31,228.22	0.00	0.00	31,228.22
8110100 · Bank Service Charges	109.68	0.00	0.00	109.68
8120100 · Library Supplies	2,131.86	0.00	0.00	2,131.86
8130100 · Tech Services Supplies	12,976.16	0.00	0.00	12,976.16
8140100 · Adult Programs & Supplies	2,618.96	0.00	0.00	2,618.96
8142100 · COMICON	1,211.74	0.00	0.00	1,211.74
8145100 · Circulation Supplies	291.37	0.00	0.00	291.37
8147100 · Summer Reading Club	1,982.75	0.00	0.00	1,982.75
8150100 · Youth Programs & Supplies	136.17	0.00	0.00	136.17
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	44,025.50	0.00	0.00	44,025.50
8275100 · Public Pmt Processing Fees	28.93	0.00	0.00	28.93
8310100 · CCS/Polaris/OCLC	34,711.86	0.00	0.00	34,711.86
8320100 · VOIP Phone Service	4,816.04	0.00	0.00	4,816.04
8325100 · Internet/Phone Services	3,443.09	0.00	0.00	3,443.09
8410100 · Accounting/Payroll/Audit Serv	11,770.26	0.00	0.00	11,770.26
8420100 · Legal Services	275.00	0.00	0.00	275.00
8430100 · Other Consulting Fees	2,595.00	0.00	0.00	2,595.00
8510100 · Printing Services Outsourced	6,469.00	0.00	0.00	6,469.00
8530100 · Public Notices/Ads legal/job	67.50	0.00	0.00	67.50
8540100 · Postage/Shipping	3,736.53	0.00	0.00	3,736.53
8545100 · Printing/Copier Supplies	98.75	0.00	0.00	98.75
8550100 · Public Relations/Promotions	450.48	0.00	0.00	450.48
8610100 · Electricity	8,417.11	0.00	0.00	8,417.11
8620100 · Gas	673.17	0.00	0.00	673.17
8640100 · Water & Sewer	1,214.66	0.00	0.00	1,214.66
8720100 · Building/Auto Insurance	9,421.00	0.00	0.00	9,421.00
8740100 · Building Maintance	19,466.96	0.00	0.00	19,466.96
8745100 · Grounds Maintenance	3,912.62	0.00	0.00	3,912.62
8750100 · General Operations Maintenance	2,423.53	0.00	0.00	2,423.53

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**McHenry Public Library District**  
**Statement of Revenue and Expenses by Class**  
July through October 2020

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
8760100 · Hospitality	2,659.53	0.00	0.00	2,659.53
8770100 · Library Lost/Damaged Materials	28.01	0.00	0.00	28.01
8795100 · Miscellaneous	409.77	0.00	0.00	409.77
8800311 · Adult Materials - Per Capita	0.00	0.00	1,610.08	1,610.08
8800321 · Youth Materials - Per Capita	0.00	0.00	193.54	193.54
8800331 · Staff Software - Per Capita	0.00	0.00	1,950.00	1,950.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	538,800.83	0.00	0.00	538,800.83
8920100 · FICA/Medicare	38,594.87	0.00	0.00	38,594.87
8930100 · IMRF	59,206.46	0.00	0.00	59,206.46
8940100 · Health & Life Insurance	143,452.78	0.00	0.00	143,452.78
8945100 · Employment Screening	100.95	0.00	0.00	100.95
8950100 · Tuition Reimbursement	436.00	0.00	0.00	436.00
8960100 · Memberships & Dues	1,805.94	0.00	0.00	1,805.94
8970100 · Travel	168.47	0.00	0.00	168.47
8980100 · Continuing Education	2,013.11	0.00	0.00	2,013.11
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	239.72	0.00	0.00	239.72
9070100 · Library Equipment	5,691.33	0.00	0.00	5,691.33
9080100 · Small Equipment Under \$250	9.88	0.00	0.00	9.88
<b>Total Expense</b>	<b>1,094,333.92</b>	<b>37,563.20</b>	<b>8,993.68</b>	<b>1,140,890.80</b>
<b>Net Ordinary Income</b>	<b>524,200.03</b>	<b>(37,283.18)</b>	<b>44,038.79</b>	<b>530,955.64</b>
<b>Net Income</b>	<b>524,200.03</b>	<b>(37,283.18)</b>	<b>44,038.79</b>	<b>530,955.64</b>



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**McHenry Public Library District**  
**Statement of Revenues and Expenditures**  
July 1, 2020 through October 31, 2021 - Grant and Gift

	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6030300 · Interest Income - Grant & Gifts	52.89	500.00	(447.11)	10.6%
6070300 · General Fund Gifts	450.83	10,000.00	(9,549.17)	4.5%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Income</b>	<u>53,032.47</u>	<u>141,500.00</u>	<u>(88,467.53)</u>	<u>37.5%</u>
<b>Gross Profit</b>	<u>53,032.47</u>	<u>141,500.00</u>	<u>(88,467.53)</u>	<u>37.5%</u>
<b>Expense</b>				
8040300 · Operating Fund Gifts	120.22	50,000.00	(49,879.78)	0.2%
8800311 · Adult Materials - Per Capita	1,610.08	13,132.00	(11,521.92)	12.3%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	1,950.00	5,000.00	(3,050.00)	39.0%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Expense</b>	<u>8,993.68</u>	<u>163,528.75</u>	<u>(154,535.07)</u>	<u>5.5%</u>
<b>Net Ordinary Income</b>	<u>44,038.79</u>	<u>(22,028.75)</u>	<u>66,067.54</u>	<u>(199.9)%</u>
<b>Net Income</b>	<u><u>44,038.79</u></u>	<u><u>(22,028.75)</u></u>	<u><u>66,067.54</u></u>	<u><u>(199.9)%</u></u>

**McHenry Public Library District**  
**INTERIM CHECKS ISSUED - October 2020**  
**(NOT INCLUDED ON BILL REPORT)**

<u>VENDOR</u>	<u>Account - Money Market</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	(no checks written on this account)				
	subtotal for account	\$ -			

<u>VENDOR</u>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications	VOIP Phones	\$ 1,623.26	8320-100	10/06/20	EFT
	subtotal for account	\$ 1,623.26			

<u>VENDOR</u>	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	employer contributions HSA	\$ 1,900.00	8940-100	10/07/20	EFT
First Midwest Bank	employee contributions HSA	\$ 1,519.20	8940-100	10/07/20	EFT
First Midwest Bank	employee contributions HSA	\$ 1,319.20	8940-100	10/19/20	EFT
	subtotal for account	\$ 2,838.40			

<u>VENDOR</u>	<u>Account - Payroll</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$ 22,259.04	8930-100	10/02/20	EFT
	subtotal for account	\$ 22,259.04			

<u>VENDOR</u>	<u>Account - Imprest</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	(no checks written on this account)				
	subtotal for account	\$ -			

**GRAND TOTAL CHECKS ISSUED \$ 26,720.70**

<b>BANKCARD PROCESSING CENTER</b>					
<b>November 2020</b>					
<b>STAFF</b>	<b>VENDOR</b>	<b>DATE</b>	<b>Amount</b>	<b>LINE</b>	<b>Subtotal</b>
EDMINSTER	NEW ENGLAND HISTORIC GENE	10/7/2020	\$ (210.32)	8010-100	\$ (210.32)
EDMINSTER	CHICAGO TRIB SUBSCRIPTIO	10/30/2020	\$ 188.50	8030-100	
MILFAJT	SHAW SUBURBAN MEDIA-SUBS	11/5/2020	\$ 67.59	8030-100	\$ 256.09
STRAIN	DisneyPLUS	10/29/2020	\$ 7.00	8095-100	
STRAIN	Netflix.com	10/29/2020	\$ 15.99	8095-100	
TERRILL	DisneyPLUS	10/26/2020	\$ 7.00	8095-100	
TERRILL	NETFLIX.COM	10/26/2020	\$ 15.99	8095-100	
TERRILL	HLU*Hulu 1802467696221-U	10/26/2020	\$ 11.99	8095-100	
TERRILL	DisneyPLUS	10/20/2020	\$ 7.00	8095-100	
TERRILL	HLU*Hulu 1597220925628-U	10/20/2020	\$ 11.99	8095-100	
TERRILL	Netflix.com	10/20/2020	\$ 15.99	8095-100	
TERRILL	HLU*Hulu 1592603296070-U	10/13/2020	\$ 11.99	8095-100	
TERRILL	DisneyPLUS	10/12/2020	\$ 7.00	8095-100	
TERRILL	Netflix.com	10/12/2020	\$ 15.99	8095-100	\$ 127.93
LAMBERT	ZOOM.US 888-799-9666	10/31/2020	\$ 124.37	8140-100	\$ 124.37
JAKACKI	PAYPAL *TARGETCORPO	10/28/2020	\$ 28.69	8150-100	
JAKACKI	PAYPAL *TARGETCORPO	10/27/2020	\$ 9.56	8150-100	
JAKACKI	OTC BRANDS INC	10/19/2020	\$ 49.53	8150-100	
JAKACKI	PARTY CITY 5331	10/18/2020	\$ 7.99	8150-100	
JAKACKI	WAL-MART #3434	10/17/2020	\$ 9.40	8150-100	
LAMBERT	ZOOM.US 888-799-9666	10/31/2020	\$ 124.37	8150-100	\$ 229.54
GRANDON	MOBILE BEACON	10/30/2020	\$ 2,160.00	8245-100	\$ 2,160.00
JAKACKI	USPS PO 1646800050	11/4/2020	\$ 52.70	8540-100	
JAKACKI	USPS PO 1646800050	10/26/2020	\$ 26.50	8540-100	\$ 79.20
LAMBERT	LANDS END BUS OUTFITTERS	11/3/2020	\$ 41.85	8550-100	\$ 41.85
CLAUCHERTY	MENARDS FOX LAKE IL	11/2/2020	\$ 74.34	8750-100	\$ 74.34
Scholtz	Locker's Flowers	9/4/2020	\$ 101.59	8760-100	
Scholtz	Credit for Fraud Transaction	8/19/2020	\$ (244.97)	8760-100	\$ (143.38)
MAY	SOCIETYFORHUMANRESOURCE	10/22/2020	\$ 219.00	8960-100	\$ 219.00
JAKACKI	ILLINOIS LIBRARY ASSOC	10/19/2020	\$ 225.00	8980-100	
JAKACKI	IN *LIBRARYWORKS INC.	10/18/2020	\$ 175.00	8980-100	
MAY	MGMT ASSC OF IL	10/30/2020	\$ 350.00	8980-100	
MAY	STATELINE SHRM	10/28/2020	\$ 10.00	8980-100	
MAY	LIBRARYWORKS.COM	10/16/2020	\$ 49.00	8980-100	\$ 809.00
<b>BANKCARD PROCESSING CENTER</b>			\$ 3,767.62	<b>Total</b>	\$ 3,767.62
<b>P O BOX 31021</b>					
<b>TAMPA, FL 33631-3021</b>					

November 3, 2020

The Family of William J. Bolger  
c/o Candy Cleland  
2741 North Marshfield Avenue  
Chicago, IL 60614

Dear Candy Cleland and the Family of William J. Bolger:

I am writing to inform you how the McHenry Public Library used the donations made in memory of Mr. Bolger. We were told that Mr. Bolger enjoyed history so we tried to select books he might have enjoyed himself. Incidentally Pamela Althoff made her donation in memory of both Mr. Bolger and his wife, Carol, so we also purchased fiction using her donation.

We received donations from Scott and Diane Althaus, Pamela Althoff, Thomas and Elissa Bolger, Nancy and Donald Borzak, Phillip and Deborah Disch, Christopher and Cynthia Gannon, Sandra and Scott Gorman, Harry and Kathy Hettermann, Kim and Nancy Holmgren, Philip and Mary Jean Keifer, Ned Neumann, David and Pamela Oeffling, Ms. Renee Raifer, Darlene Schlies, Timothy and Margaret Schuenke, Mary Ann Sharp, and Ellen and Mark Wisniewski. I will send individual letters to each of the donors telling them the books we purchased using their donation. Each book will have a memorial bookplate that will state who donated the money for that book.

We ordered the following fifty-five books using donations in memory of Mr. and Mrs. Bolger.

- *America and Iran* by John Ghazvinian
- *Battlegrounds* by H. R. McMaster
- *The Breaker* by Nick Petrie
- *Britain at Bay* by Alan Allport
- *The Chanel Sister* by Judithe Little
- *Chicago's Great Fire* by Carl Smith
- *The Crooked Path to Abolition* by James Oakes
- *The Daughters of Yalta* by Catherine Grace Katz
- *The Darkest Evening* by Ann Cleeves
- *The Domestic Revolution* by Ruth Goodman
- *Eleanor* by David Michaelis
- *The Fighting Bunch* by Chris Deroose
- *First Principles* by Thomas E. Ricks
- *Fortune Favors the Dead* by Stephen Spotswood
- *Fourteenth Colony* by Mike Bunn
- *Gambling with Armageddon* by Martin J. Sherwin
- *The Good American* by Robert D. Kaplan
- *Icebound* by Andrea Pitzer
- *Inferno* by Joe Pappalardo

- *Inventing the World* by Meredith F. Small
- *Invisible Girl* by Lisa Jewell
- *An Irish Country Welcome* by Patrick Taylor
- *The Iron Sea* by Simon Read
- *James Monroe* by Tim McGrath
- *The Kidnapping Club* by Jonathan Daniel Wells
- *Kindred* by Rebecca Wragg Sykes
- *Lady Bird Johnson* by Julia Sweig
- *The Last American Aristocrat* by David S. Brown
- *The Last American Hero* by Alice L. George
- *The Last Sovereigns* by Robert M. Utley
- *The Lenin Plot* by Barnes Carr
- *Lincoln's Lie* by Elizabeth Mitchell
- *The Mystery of Mrs. Christie* by Marie Benedict
- *The Nine Lives of Pakistan* by Declan Walsh
- *Operation Moonglow* by Teasel Muir-Harmony
- *Paper Bullets* by Jeffrey H. Jackson
- *The Patriots* by Winston Groom
- *Philip and Alexander* by Adrian Goldsworthy
- *Robert B. Parker's Fool's Paradise* by Mike Lupica
- *Rock Force* by Kevin Maurer
- *Saving Freedom* by Joe Scarborough
- *Sinister Chicago* by Kali Joy Cramer
- *A Sinister Service* by Alyssa Maxwell
- *The Star-Crossed Sisters of Tuscany* by Lori Nelson Spielman
- *The Story of China* by Michael Wood
- *The Sum of the People* by Andrew Whitby
- *Summer* by Ali Smith
- *Tecumseh and the Prophet* by Peter Cozzens
- *Transforming Our World* by Andrew S. Natsios
- *Union* by Colin Woodard
- *Unsinkable* by James Sullivan
- *War* by Margaret MacMillan
- *We Gather Together* by Denise Kiernan
- *A World Beneath the Sands* by Toby Wilkinson
- *The Zealot and the Emancipator* by H. W. Brands

We are honored to have been chosen to receive these donations in memory of Mr. and Mrs. Bolger. Mr. Bolger was a long-time advocate for the McHenry Public Library among his many other accomplishments. Thank you for thinking of us when you wanted to commemorate his life.

Sincerely,  
Bill Edminster, Assistant Director



## City of McHenry **PRESS RELEASE**

**To:** Media Outlets

**Release Authorized By:** Doug Martin, Director of Economic Development

**Contact:** Director Martin-- (815) 363-2110 or Mayor Jett (815) 529-3447

**For Immediate Release:** November 13<sup>th</sup>, 2010

### **McHenry Partners with Local Business to Increase Mitigation Efforts**

McHenry, IL November 13, 2020 - Mayor Wayne Jett and the City of McHenry announce a partnership with neighboring communities to develop and implement a best practices model of implementing key mitigation efforts in order to reduce the spread of COVID-19.

These guidelines are a collaborative effort between our City, business community and our residents, aimed directly at striking a blow to the spread of COVID-19. These policy guidelines reflect many of the regulations currently in place through the Governor's orders, and include specific details concerning how businesses will be educated about the guidelines, as well as how the City will assist them in their success.

Mayor Jett stated: "As a local business owner and your Mayor I know now is the time to once again step up to ensure the safety of our residents and the stability of our businesses. We have done so much to help our businesses through this but there is more to do. We have to look farther out than the week we are in so that we can see the end game. Survival of our businesses, local jobs and the health of our residents is something that we all must play an active role in securing". We need the buy-in and support of our business owners, residents and visitors to make an impact so we are not faced with further increases which will result in aggressive state lockdowns."

The City's Guidelines include:

- No Mask, No Service" Campaign;
- Limited hours of service;
- Mandatory reservations
- Group size limited to 6 household members;
- Table service only with tables 8-10 feet apart; and, no standing, dancing or group congregating;
- Additional group meeting guidelines limit events indoors or outdoors to 10 people;
- Recreational activities are capped at 25 guests or 25% room capacity and workout groups of 10 or fewer.

The use of masks, social distancing and regulated capacity in public settings are all viable ways of controlling the spread while supporting an economically friendly plan.

This collaborative effort will be a hand in hand partnership with City Staff and businesses working together to ensure these guidelines are in place and can be successful. The Police Department will support these efforts by providing guidance when need and will assist to ensure compliance. Repeat violations for those with liquor licenses may result in fines or suspension of license; violations by food service businesses will be referred to McHenry County Health Department.

"Two of the most important functions of a municipality are ensuring the safety of its citizens and the viability of its business community and there is no reasons we can't work together to secure both", said Mayor Jett.

The City commends our neighboring communities like Woodstock for their partnership on this plan and we encourage other neighboring communities to join in. We can make a difference if we work together.

Follow-up questions may be directed to Mayor Jett at [wjett@cityofmchenry.org](mailto:wjett@cityofmchenry.org) or 815-529-3447.

Rectangular Ship

**TO: RAILS**

**FROM: Deirdre Brennan**

**SUBJECT: Reduction of Quarantine for items in RAILS delivery**

RAILS staff have continued to monitor the updated information coming from the REALM study. The most recent results ([Test 5 and the Literature Review](#)) were released on October 14<sup>th</sup>. RAILS also continues to monitor the developing infection rates throughout our Illinois service area and guidance released by the Illinois Department of Public Health (IDPH) and other public health agencies.

The response of the literature review, as well as [a recent review of the REALM data by qualified staff from the Oregon Department of Health via the Oregon State Library](#) has led RAILS to determine that a shorter quarantine time for delivery materials is an appropriate response. After a careful review of this information, as well as our ongoing understanding of the most likely ways that the current iteration of the COVID-19 virus is transmitted, **RAILS is reducing the quarantine requirement for materials moving through delivery to 3 days (72 hours) effective Tuesday, October 27.**

The REALM literature review, which compared the results of the REALM study data with more than 500 scholarly articles that also study the COVID-19 virus, noted some important considerations for the information included in their study. As has been noted in other studies, the most likely way of transmitting COVID is through direct contact through people and through droplets passed between people. While there is a possibility of transmission through fomites, or infected objects, the risk is understood as considerably lower than person to person transmission. Other environmental conditions like air flow and quality, humidity, and temperature can also be a significant factor when it comes to how long the virus can survive on objects.

The most important tools for prevention and decontamination remain social distancing, hand washing and proper hygiene, mask and PPE usage, and when possible, fresh air and open spaces.

The Illinois State Library and State Archives have reached out to the Illinois Department of Public Health in hopes that they could help to issue guidance around the quarantine of library materials. They have not yet issued a response, but we are hopeful that some additional guidance could be offered in the future.

All of these factors played a part in RAILS' decision to move to a three day (72 hour) quarantine. This interpretation of the REALM results may differ from libraries' current practices, which are informed by local decisions about how best to protect their communities.



Our recommendation when determining your own practice around handling and circulating materials safely is to continue to do so in consultation with local public health professionals and updated information as it becomes available.

Thank you for your continued attention and dedication to your library staff and communities during these times of uncertainty. We will continue to provide you with the best information and recommendations that we can.



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

November 12, 2020

Mr. James Scholtz  
McHenry Public Library District  
809 North Front Street  
McHenry, IL 60050-5578

Dear Mr. Scholtz,

I am pleased to award the McHenry Public Library District an FY2021 Digital Network Access grant for \$10,000.00 in support of *Upgrade of MPLD Wireless Network as a response to Digital Inequity*.

Thank you for your efforts to provide quality library services. Libraries remain the best and most reliable source Illinoisans have for information access and resource sharing while encouraging and supporting lifelong learning.

Congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State  
and State Librarian

Jw:isl/ldg

Cc: Grant Project Number: 21-7006-DNA



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

November 12, 2020

Mr. James Scholtz  
McHenry Public Library District  
809 North Front Street  
McHenry, IL 60050-5578

Dear Mr. Scholtz,

I am pleased to award the McHenry Public Library District an FY2021 grant for \$500.00 in support of *PPE Grant for Public Libraries*.

Thank you for your efforts to provide quality library services. Libraries remain the best and most reliable source Illinoisans have for information access and resource sharing while encouraging and supporting lifelong learning.

Congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State  
and State Librarian

Jw:isl/ldg

Cc: Grant Project Number: 21-5002-PPE

## McHenry Public Library District

### LIBRARIAN'S REPORT

October 2020

#### Administration

- B. Edminster met with B. Majka for a six-month goal review, 10/6
- L. Jakacki and B. Edminster met with D. Grandon and K. Krewer of the IT department for a sync-up meeting, 10/7, 10/14, 10/28
- B. Edminster was guest speaker at a Career Online High School webinar for libraries considering offering COHS, 10/6, 10/13. He was asked because McHenry Public Library was one of the first Illinois libraries to offer people who didn't finish high school a way to do so and turn their lives around.
- B. Edminster led the monthly Collection Development meeting, 10/6.
- B. Edminster attended the In-Service committee meeting, 10/15.
- B. Edminster and S. Claucherty met for Claucherty's evaluation, 10/16.
- B. Edminster led the Classic Book Discussion of *Ship of Fools* by Katherine Ann Porter, 10/19.
- B. Edminster attending the RAILS Assistant Directors' Networking Group, 10/23
- B. Edminster recorded a reading of '*Twas the Night Before Christmas* by Clement Clarke Moore in Santa costume for an online holiday program, 10/26
- Administration worked with Eder Casella on the Library's annual financial audit. The initial findings report will be available late November.
- L. Jakacki held her first all-staff Library Town Hall virtual meeting on November 3, 2020.

#### Adult Services

- ComiCon Week 2020 was a success! Both Adult and Youth Services gave out 251 bags to attendees this year. However, we "sold out" of the adult swag bags within the first three days of having them available! It is good to know that we now have this option should we have another year where we can't have an in-person event.
- D. Gaudio and Z. Terrill participated in the Cosplay judging for ComiCon Week 2020 week. Six of the participants showed off their cool costumes. The event was live-streamed, with several viewers. After some tough deliberations, 1st, 2nd, and 3rd prize winners were decided.
- In September, A. Moreno helped a father, who speaks in Spanish, when he asked about the upcoming ComiCon event in September. The same patron returned with his children for the event and stated that they had a mini countdown at home until Swag Bag pick-up. They really liked the bags!

- T. Hillier took a call from a patron at Alden Terrace who looking for information on low blood pressure and diet. Thomas chose four articles and sent them over. The patron called back about a week later and was very happy with the results.
- D. Gaudio received positive feedback following the Medicare and Medicare Supplemental Insurance Program, which featured a demonstration of one of MPLD's subscription databases, Weiss Rating's Medigap Report.
- A. Moreno attended and presented at the Hispanic and Latinx Heritage Summit, sponsored by McHenry County College and the Latino Leadership Network for McHenry County.
- A. Moreno attended and presented at Culture Shift Summit sponsored by School Library Journal.
- P. Strain attended a RAILS Online Roundtable: Libraries and the 2020 Election.

### **Building Services**

- S.Claucherty Attended Managers meeting 10/9.
- S. Claucherty Collected Pricing for Overhead Door Proposals.
- S.Claucherty Met with B.Edminster (Annual Evaluatuion).
- S.Claucherty Met with B. Edminster for Sync-up 10/27.
- S.Claucherty Delivered the outreach bin to Heritage Woods.
- 

### **Circulation**

- B. Majka attended CCS Circ Manager's meeting 10/9
- B. Majka attended Manager's Meeting 10/13
- B. Majka led Sunshine Committee Meeting 10/15

### **Human Resources**

- Attended webinar titled, A Look Ahead: What the Election Could Mean for Healthcare on 10/1
- Attended HR Library Round Table Meeting on 10/7
- Attended webinar titled, Financial Oversight Guidelines for Non-Financial Library Managers and Leaders on 10/8
- On 10/12 met with OneDigital, our benefit broker, to discuss library benefit options with D. Gunness and L. Jakacki
- Attended Managers Meeting on 10/13
- Prior to the board meeting, met with L. Jakacki to discuss Personnel budget line items for the 20/21 Fiscal year
- Attended a HR Source Webinar on 10/14
- Led an In-Service meeting with In-Service Team on 10/15
- Attended an IMRF webinar on Wage Reporting on 10/20
- Attended library board meeting on 10/20

- Attended a webinar on Sexual Harassment and Discrimination in the Workplace for Employers on 10/22
- Attended a webinar on Librarians as Community Preparedness Ambassadors on 10/22
- Coordinated open enrollment staff meeting prior to and on 10/28 with both our broker, OneDigital and Aflac
- Attended a webinar on The Virtual Meeting Experience and Beyond on 10/29
- Worked with D. Gunness on various items for Eder Audit, IMRF Audit, and AmTrust Audit

### **Public Relations**

- Promoted upcoming virtual programs and any changes in services/hours via website, social media, e-newsletters and outdoor sign.
- Wrote and distributed 4 weekly e-newsletters to residents.
- Updated website as needed.
- Attended "Libraries and the 2020 Election" webinar Oct. 9.
- Took completed Voter Registration forms to the County Clerk's office.
- Attended all-staff benefits enrollment meeting Oct. 28. Edited some related materials for J. May.
- Helped J. May with IMRF report review and D. Gunness with invoice review/filing.
- Attended Management Team meeting Oct. 13.
- Attended board "financial oversight" presentation Oct. 8
- Attended board meeting virtually Oct. 20.
- Sent Budget & Appropriation Ordinance to McHenry Chronicle for publication.
- Had a "sync up" with Bill, Zach, Pam and Lesley.
- Helped stuff ComiCon bags.

### **Technical Services**

- D. Lavin began working with Ebsco to enable the digital access we have through them to select professional journal titles.
- P. Radic had an evaluation with K. Milfajt, 10/26.
- K. Milfajt had a sync up with B. Edminster, 10/21.
- K. Milfajt participated in the Collection Development Committee meeting, 10/6.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, on 10/9, 10/16, 10/21, 10/22, and 10/30.
- K. Milfajt observed the Contemporary Book Group discussion with E. Bily facilitating, 10/12.
- K. Walker conducted the virtual Dungeons and Dragons program, 10/13.
- K. Milfajt participated in the MPLD Management Team Meetings, 10/13.

- S. Roitberg attended the CCS SCRAP meeting, 10/14.
- K. Walker participated in the MPLD In Service Committee meeting, 10/16.
- K. Milfajt attended the MPLD Board meeting, 10/20.
- K. Walker participated in Comicon 2020 by stuffing to-go bags and in the cosplay event, 10/21.

### Technology

- IT Dept. Sync Up on 10/7, 10/14 and 10/28.
- D. Grandon attended the Management meeting on 10/13.
- First Communications phone maintenance 10/13.
- SimpleScan delivery 10/15.
- D. Grandon attended the In-Service committee meeting on 10/15.
- D. Grandon and K. Krewer helped stuff to-go bags for Comicon.
- D. Grandon attended the Board Meeting on 10/20.
- D. Grandon attended Comicon on 10/21.
- Unitrends maintenance 10/22.
- D. Grandon attended virtual Lenovo Tech World 10/28-10/29.
- IT Dept. resolved 33 tickets.

### Youth Services

- The After-School Supper program served 180 meals in October. S. Baseley and J. Einoris continue to create enrichment activities to go with each meal.
- S. Baseley and J. Hume continue to offer virtual storytimes, many of which received compliments this month. A young patron who visited the library told J. Hume that he has been "watching [her] movies." Additionally, a mother emailed S. Baseley stating that her child said, "That was so cool! That was so much fun. That was very so much fun, Mom. I had fun listening to my class."
- A. Karwowska had the largest teen volunteer turnout since quarantine began, with 6 volunteers earning 11.25 hours. Teens participated in various virtual opportunities, including creating book displays for the teen area, one of which is up for patrons to browse.
- M. Puga along with A. Moreno (AS) presented at the Hispanic and Latinx Heritage Summit, which was hosted by MCC and the McHenry Latino Leadership Network, continuing to promote the library and library services to our Hispanic population.
- J. Einoris helped promote the importance of voting to our young patrons by executing our Mayor of Storytown event, in which young patrons could checkout a bundle of books and then vote for either Elephant and Piggie, Curious George, Fancy Nancy, or Pete the Cat. The election results were pulled Saturday, Nov 7.
- YS and AS Staff came together to help with our first virtual ComiCon.
  - A. Karwowska worked with Z. Terrill and D. Gaudio (AS) to set up the event, which included creating to-go bags, a virtual art contest, and an after-hours cosplay contest. She additionally offered two programs, DIY No-Sew Animal Ears and a Tween Book Club.

- M. Puga and A. Moreno (AS) helped to translate materials for the event. M. Puga also offered a Superhero Mask and Superhero Bingo event in Spanish.
  - J. Hume offered a Superhero Storytime
  - S. Baseley offered a Little Explorers: Super Hero Science event
  - J. Einoris offered an Imagination Station: Superhero City event
  - ComiCon's great success is in part thanks to Jesse Buck of Modern Age Comics, who donated most of the comics and giveaways that we used for this year's ComiCon.
- The YS Department attended 101.5 hours of CE. A big highlight was ILA, with 4 YS staff members either presenting or attending.
  - A. Karwowska presented at ILA in the *Youth Services IGNITE Session* with her presentation, "Teaching Illinois History and LGBTQ Inclusive Curriculum Laws."
  - J. Hume, S. Baseley, and J. Einoris attended the event. Some of their highlights included:
    - *Pages Against Prejudice*
    - *Reader's Services for Social Change: Integrate Diverse Roads in Your Middle Grade Collections, Readers' Advisory, and Programming*
    - *Shift Your Systems: Your Library Can Do Equity Work*
    - *Classic Picture Books are Boring and What You Should Read in Storytime Instead*



**Upcoming Events and Projects**

- Library's major medical insurance renewal in October 2020
- The Library's In-service committee is working on starting virtual and small group trainings.
- Staff is preparing for winter by getting snow removal equipment prepared, relocating library material drop-off bins, and finishing other outdoor building projects.

## Illinois Public Library Core Standards

The items highlighted in yellow are items that the staff and management team felt that while we meet the standards, we can do better in that area.

We also can review some of the items and determine if they need to be added to the 2021 Strategic Plan.

### Chapter One

The McHenry Public Library follows all the Core Standards listed.

**Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.

**Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

**Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

**Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)

**Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

The Library has adopted and adheres to the principles; however, the management team and staff would like to discuss this and how it looks in our daily interactions, collections, and services.

**Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

The Library has adopted and adheres to the ethics; however, the management team and staff would like to discuss this and how it looks in our daily interactions and services.

**Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

The Board of Trustees has a written set of bylaws. They were last updated in 2008, so it might be worthwhile for the Board to review the bylaws for any updates needed. Based on a comparison of the current bylaws to the listing in Appendix C, the MPLD bylaws do not include information about removing a trustee. While we follow parliamentary procedures, the bylaws should be checked against a current edition of Robert's Rules of Order. Also, the Board bylaws should be posted on the Library's website along with other Board information.

**Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this

document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

**Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

**Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

**Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

Our goal is to start this process sooner in the year to review historical budget data, trends better and plan for upcoming projects.

**Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

**Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

We have all these board-approved plans/policies. We are in the process of long-range/strategic planning started in April 2019. The disaster prevention and recovery plan is being reviewed for updates by the Building Services Manager. The Collection Management Policy is being updated by the Collection Development Committee and the Technology Plan with the IT Department and Admin.

**Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

**Core 15** The board of trustees annually reviews the performance of the library administrator.

**Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

We are a member of RAILS and ILLINET. It has been some time since we have reviewed the ILLINET standards, so members of the ILL and Circulation Staff are reviewing the document and making recommendations to our procedures and policies if they do not align.

**Core 17** The library provides access to resource sharing databases, participates in resource

sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

**Core 18** The library utilizes a variety of methods to communicate with its community.

**Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

**Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

**Core 21** As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

We will make sure we use these reports as one of many we refer to when creating the Library's annual budget. Available through the Illinois State Library.

**Core 22** The library board and staff promote the collections and services available to its community.

**Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

The Library uses informal reviews and feedback to review library services, collections, and facilities. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

**Appendix A: Useful Illinois Statutes-** The Library adheres to the Illinois Statute listed.

**Appendix B: Records to Retained and Disposed-** The Library has a robust Record Retention policy aligned with the State Archives. We need to create annual compliance checks and pull records for directions on a schedule.

**Appendix C: Topics for Inclusion in Board Bylaws-** The Library Board has written bylaws. From the topical list provided the bylaws are missing a bylaw for removal of a trustee, and review for compliance to current parliamentary procedures.

**Appendix D: Topics Recommended for New Trustee Orientation-** These topics are covered in the existing orientation procedure.

## Chapter 2 - Governance and Administration Checklist

- ✓ Library has an elected or appointed board of trustees.
- ✓ Library has a qualified library administrator.
- ✓ Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
- ✓ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.

Our current plan is coming to an end and we should plan in 2021 to finish up the work that was started on the new plan in April 2019.

- ☐ Library maintains an understanding of the community by surveys, hearings, and other means.

The Library uses informal means of feedback to understand the community. A community survey has not been completed since we prepared for the 2008 Building Referendum. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

- ✓ Library board reviews library policies on a regular basis.
- ✓ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

We would like more feedback from the Board about how they would like to hear about these possible decisions and ways they can get involved.

- ✓ Library develops an orientation program for new board members.

- ☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

We would like more information about their interests in attending conferences and how they would like to be informed about upcoming opportunities.

- ✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

Currently, only the Board Treasurer is bonded for financial transactions. We need to look into having the Director, Assistant Director, HR, and the Business Manager bonded if it falls within the budget.

✓ Library has a board-approved set of written by-laws that govern the conduct of the board of trustees and its relationship to the library and staff.

✓ Library maintains insurance covering property and liability, including volunteer liability.

Need to review the policy to see if we have volunteer liability and if not, add it to our insurance

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

The previous Director created a plan based on the current situation of the Director and Assistant Director's upcoming retirements. We need to create a plan for many key Admin roles and middle management positions. Including skills needed, desired characteristics, and training to offer those interested in moving up internally

### Chapter 3 - Personnel Checklist

✓ Library has a board-approved personnel policy.

The current policy manual needs to be reformatted for ease of use and separate policy from the procedure.

✓ Library has staffing levels that are sufficient to carry out the library's mission.

✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

The current job descriptions document needs to be reformatted for ease of use and consistency. The salary schedule was last reviewed in 2019.

✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

Update current policy/procedures to reflect current practices.

✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget.

Currently, this is at 71% but is becoming unsustainable for the Library in terms of how much is allocated to this compared to other major spending categories in the budget.

✓ Library gives each new employee a thorough orientation.

The management team's goal is to create streamlined and consistent training for all new employees for library-wide functions, services, policies, and procedures.

✓ Library evaluates staff annually.

Yes, all staff are reviewed on their anniversary date. New evaluation forms are in the works.

✓Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

Yes, but need to communicate these opportunities better and make sure that we create equitable attendance rotations.

✓Library provides staff access to library literature and other professional development materials.

Yes, however, make it known to everyone where each department keeps its library literature and how to access it.

✓Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

To continue to make sure that this is communicated promptly and provide all with the understanding of how this affects policy/procedures.

✓The library complies with state and federal laws that affect library operations.

#### **Appendix E: Recommended Staffing Levels**

Currently, the library has 39.5 FTE, which puts us in the "Growing" category for our service population. If we want to move towards "Established," we would need 49.5 FTE, which could be achieved by more part-time positions in the library.

#### **Chapter 4 - Access Checklist**

✓The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

The Library has made the best use of the space right now. During the long-range planning, it may be determined that it is not the best fit for our community in the future.

✓At least once every five years, the board directs a review of the library's long-term space needs.

This should be reviewed as we work on our new long-range plan.

✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

We can always consistently review and make changes to serve all better.

✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

Review the parking lot lighting. Little to no lighting in the south lot; the north lot lights are at the end of life.

✓ The library has the minimum required number of parking spaces.

✓ The library's entrance is easily identified, clearly visible, and well lighted.

✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

✓ The library has adequate internal signage.

✓ The library's lighting levels comply with lighting standards.

We have skylights and overhead lights, however, in the stacks the lighting can be dim. No task lighting available to staff or patrons. The 18 ft ceilings offer unique challenges to lighting concerns.

✓ All signage is in compliance with applicable federal, state, and local regulations.

✓ The library building supports the implementation of current and future telecommunications and electronic information technologies.

✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

✓ Space is allocated for child and family use with furniture and equipment designed for use by children.

Space is limited for children and families to use the library. In areas designated for children and families, we make sure to have furniture best suited to their needs available.

✓ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

All materials are accessible. However, the shelving keeps getting taller or we are utilizing the bottom shelves which for some can be a barrier to retrieving these materials.

**Appendix F: Topics Recommended for Public Use of the Library Policy-** All topics are included in our current public policy manual.

**Appendix G: Recommended Hours of Service by Population-** The Library is open 68 hours a week along with being open Sundays year-round.



<b>Annual Statement of Receipts and Disbursements for Fiscal Year</b>	
<b>Beginning July 1, 2019 and ending June 30, 2020</b>	
<b>McHenry Public Library District</b>	
<b>McHenry County, McHenry IL</b>	
<b>General Fund Receipts</b>	<b>Totals</b>
6010100 · Property Taxes	3,044,533.74
6030100 · Interest Income - General	49.21
6035100 · Dividends	219.00
6040100 · Nonresident/Enhanced Cards	45.00
6050100 · Fines and Fees	2,700.96
6055100 · Referral/Collection Fees	1,286.24
6060100 · Copy/Scan/Fax/Notary Income	15,878.78
6090100 · Annex/Impact Fees	27,181.00
6105100 · Retiree Insurance Payments	18,040.40
6110100 · Program Fees/Misc Fees	2,150.00
6120100 · Meeting Room Fees	2,700.00
6130100 · Misc Income-General(Sales/Fees)	4,724.31
6131100 · Misc Other Income - General	4,241.66
6150100 · Lost & Damaged Materials	1,449.21
6160100 · Solar Panel Credits	1,680.00
<b>General Fund Receipts Total</b>	<b>3,126,879.51</b>
<b>Special Reserve Fund Receipts</b>	<b>Totals</b>
6020200 · Developer Fees	29,589.00
6030200 · Interest Income - Spec Reserve	1,288.73
6070200 · Reserve Fund Gifts	1,005.48
<b>Special Reserve Fund Total</b>	<b>31,883.21</b>
<b>Grant &amp; Gift Receipts</b>	<b>Totals</b>
6030300 · Interest Income - Grant & Gifts	290.13
6070300 · General Fund Gifts	9,275.06
6170300 · Per Capita Grant	58,574.12
6210300 · Miscellaneous Grants	10,772.53
<b>Grant &amp; Gift Fund Total</b>	<b>78,911.84</b>
<b>General Fund Disbursements</b>	<b>Totals</b>
Aflac	6,532.59
AMAZON/Synchrony Bank	17,580.97
AmTrust North America	11,647.00
Associated Electrical Contractors, Inc	8,988.23
AT&T 118808300	5,284.96
Baker & Taylor Books	83,572.23
Bankcard Processing Center	78,007.53
Blackstone Publishing	8,917.53
Blue Cross Blue Shield of Illinois	439,282.81
Buss Ford	2,500.00
Campion Curran Lamb & Cunabaugh	8,015.65
CCB Technology	60,923.17

CCS Cooperative Computer Services	60,827.26
CDW Government, Inc	18,887.66
Cengage Learning	16,869.85
Children's Plus Inc.	2,531.87
Cintas Corporation	4,017.46
CMS Complete Mechanical Solutions	12,572.58
Comcast - 0003035	8,010.52
Demco Software	6,236.09
Demco, Inc	3,413.51
Dynegy Energy Services	21,196.33
EBSCO	19,991.87
Eder, Casella & Co.	115,014.67
Eriksson Engineering	5,046.79
Eriksson Engineering 1	7,692.94
First Communications	10,963.09
Grey House Publishing, Inc	2,590.00
HDi-Horizon Distributors, Inc.	10,484.85
IMAGETEC	6,626.86
Infobase	13,125.85
Jansen Electronics	9,525.35
John Deere	20,258.10
Kamm Insurance	20,060.00
Linked in Corporation	6,440.00
Majka, Barbara M	4,500.00
Mango Languages	3,349.93
McHenry Heating and Air	8,997.00
McHenry Public ACH	13,300.00
MDC Environmental Services	3,465.69
MetLife Small Business Center	21,949.22
Midwest Tape	30,474.70
Midwest Tape - hoopla	28,017.63
mk Solutions, Inc	22,469.92
Mueller Interiors	2,919.09
Nicor Gas	7,346.04
North Suburban Digital Consortium	15,281.25
OverDrive Inc	20,000.00
Postmaster	10,400.00
Proquest LLC	8,595.81
Recorded Books, Inc	15,485.93
Sam's Club - Other Staff	2,726.66
Scholastic Library Publishing	6,407.50
Scholtz, James	7,170.38
Standard Insurance Co. - Dental	18,790.04
TAT Enterprises, Inc	17,862.00
The Stevens Group	30,422.00
Today's Business Solutions, Inc	7,481.40
Toshiba Business Solutions, USA	3,816.00
WESTERNNRG	3,705.06
Misc Vendors Under \$ 2,500.00	97,153.00
<b>General Fund Disbursements Totals</b>	<b>1,545,722.42</b>

<b>Special Reserve Fund Disbursements</b>	<b>Totals</b>
McHenry Heating and Air	38,620.00
<b>Special Reserve Fund Disbursements Total</b>	<b>38,620.00</b>
<b>Grant &amp; Gift Fund Disbursements</b>	<b>Totals</b>
AGOSTO	8,190.00
Baker & Taylor Books	10,374.32
Bankcard Processing Center	7,281.23
CDW Government, Inc	4,343.00
Children's Plus Inc.	3,975.25
Latin American Book Source, Inc.	3,609.54
Lisa Leicht	2,500.00
NMT Corporation	17,737.95
Misc Grants & Gifts under \$2,500	11,531.05
<b>TOTAL</b>	<b>69,542.34</b>
<b><u>Salaries: Over \$ 100,000 Total</u></b>	<b>\$ 234,838.80</b>
Scholtz, James	\$ 130,594.68
Edminster, Reuben	\$ 104,244.12
<b><u>Salaries: \$ 50,000 - \$ 99,999 Total</u></b>	<b>\$ 663,884.26</b>
Strain, Pamela	\$ 76,755.36
Jakacki, Lesley	\$ 76,144.41
Milfajt, Kathryn	\$ 74,826.45
Majka, Barbara	\$ 69,879.50
Lambert, Kathryn	\$ 69,300.42
Torgersen, Patti	\$ 66,574.08
Kimbrel, Kevin	\$ 64,903.61
May, Jennifer	\$ 55,919.16
Terrill, Zachariah	\$ 54,808.03
Claucherty, Shane	\$ 54,773.24
<b><u>Salaries: \$ 25,000 - \$ 49,999 Total</u></b>	<b>\$ 670,518.13</b>
Hillier, Thomas	\$ 48,784.37
Moreno, Araceli	\$ 47,180.99
Karwowska, Anna	\$ 47,072.55
Gaudio, Diane	\$ 42,796.04
Bily, Emily	\$ 42,624.40
Andrews, Emma	\$ 42,490.20
Grandon-Keane, Denise	\$ 41,203.33
Horist, Lisa	\$ 39,892.73
Niepsuj, Bonnie	\$ 37,999.37
Shallcross-Willis, Sarah	\$ 37,734.31
Lavin, Debra	\$ 37,518.96
Cairo, Mariann	\$ 36,417.56
Puga Venegas, Maria	\$ 35,954.17
Hume, Jessie	\$ 35,808.63
Einoris, Jennifer	\$ 35,128.84
Rex, Laurene	\$ 30,992.59
Baseley, Steffanie	\$ 30,919.09

<b><u>Salaries: Under \$ 25,000 Total</u></b>	<b>\$ 277,335.32</b>
Meadows, Kimberly	\$ 24,853.50
Walker, Keith	\$ 24,807.02
Voegtle, Kayla	\$ 21,644.23
Meagher, Kristin	\$ 19,665.93
Pease, Gregory	\$ 18,251.23
Barnes, Heidi	\$ 17,500.97
Johnson, Kimberly	\$ 16,628.11
Radic, Patricia	\$ 14,662.93
Garza, Gloria	\$ 13,860.15
Heinmiller, Charles	\$ 13,854.38
O'Toole, Timothy	\$ 12,462.89
Willhoit, Nancy	\$ 11,448.20
Knuth, Marvin	\$ 10,282.99
Lenzie, Christina	\$ 9,064.57
Ehredt, Deirdre	\$ 7,891.53
Lasco, Todd	\$ 7,658.75
Wacaser, Elizabeth	\$ 7,261.98
Doolan, Gwendolyn	\$ 6,253.60
Grabowski, Rachael	\$ 4,665.19
Leprich, Juliana	\$ 4,623.70
Gunness, Debbie	\$ 3,787.50
Hart, Kori	\$ 2,312.91
Krewer, Kevin	\$ 2,262.38
Kuhlmann, Dusanka	\$ 1,353.64
Yazel, Suzanne	\$ 277.04
<b>Total Cost of Salaries</b>	<b>\$ 1,846,576.51</b>



**McHenry Public Library District**

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

I, Delphine Grala, DO HEREBY CERTIFY that I am the duly qualified and acting Treasurer of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT of McHenry County, McHenry, Illinois, and as such, I am the chief fiscal officer of said Library District.

I DO FURTHER CERTIFY that the following Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 for the McHenry Public Library District is true and correct to the best of my knowledge and belief.

DATED this 17th day of November, 2020

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Delphine Grala, Treasurer  
McHenry Public Library District

Subscribed and sworn before me  
This 17th day of November, 2020

---

Reuben William Edminster  
Notary Public

My commission expires: \_\_\_\_\_



## McHenry Public Library District

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

STATE OF ILLINOIS           )  
COUNTY OF McHENRY       )  
CITY OF McHENRY           )

**ORDINANCE NO. 2020/2021-4  
AN ORDINANCE PROVIDING FOR THE LEVY  
AND ASSESSMENT OF TAXES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020  
AND ENDING JUNE 30, 2021  
FOR THE McHENRY PUBLIC LIBRARY DISTRICT  
McHENRY, McHENRY COUNTY, ILLINOIS**

BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHENRY COUNTY ILLINOIS, as follows:

**Section One:** That the total amount of appropriations for all General, Special Reserve and Corporate purposes legally made to be collected from the tax levy of the current fiscal year is Three Million and Three Hundred Thirty-Nine Thousand, Six Hundred and Ninety-Five Dollars (\$3,339,695.00).

**Section Two.** That the sum of Four Million, Six Hundred Ninty-Eight Thousand, Two Hundred Seventy-Eight Million Dollars and Zero cents (\$4,689,278.00) being the total of appropriations heretofore legally made and which has taken into consideration all monies to be raised from other than tax sources, in addition to those monies which are to be collected from the tax levy of the current fiscal year of the McHenry Public Library District for all General, Special Reserve and Corporate purposes of said Public Library District, as appropriated for the current fiscal year by the Combined Budget and Appropriation Ordinance passed by the President and Board of Library Trustees of said District at the legally held meeting ***of October 20, 2020, which Ordinance No. 2020/2021 – 3***, incorporated herein by reference, be and the various objects and purposes for which said appropriations were made are set forth under the column "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount Levied" is hereby levied upon all of the taxable property in the McHENRY PUBLIC LIBRARY DISTRICT subjected to taxation for the current fiscal year of said Public Library District, commencing July 1, 2020, and ending June 30, 2021, as follows:

**GENERAL FUND EXPENSES****MATERIALS and SUPPLIES**

	<b>Appropriation</b>	<b>Levy</b>
Adult Books	\$ 70,000.00	\$ 67,000.00
Youth Books	\$ 55,000.00	\$ 56,000.00
Professional Resources	\$ 5,000.00	\$ 1,000.00
Administrative Resources	\$ 5,000.00	\$ 2,000.00
Magazines & Newspapers	\$ 20,000.00	\$ 15,000.00
Adult A/V Materials	\$ 50,000.00	\$ 35,000.00
Youth A/V Materials	\$ 15,000.00	\$ 10,000.00
Video Games	\$ 16,000.00	\$ 14,000.00
eBook & eMagazine Services	\$ 80,000.00	\$ 45,000.00
Electronic Resources	\$ 80,000.00	\$ 45,000.00
Library Supplies	\$ 10,000.00	\$ 5,000.00
Tech. Services Supplies	\$ 35,000.00	\$ 20,000.00
Bindery	\$ 200.00	\$ 200.00
Adult Programs & Supplies	\$ 17,500.00	\$ 10,000.00
Comicon	\$ 4,500.00	\$ 4,000.00
Circulation Supplies	\$ 6,000.00	\$ 2,400.00
Summer Reading Club	\$ 8,500.00	\$ 2,400.00
Youth Programs & Supplies	\$ 15,000.00	\$ 10,000.00

**CONTRACTED SERVICES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Collection Agency Services	\$ 1,500.00	\$ 500.00
IT/Computer, Copier & Equip.	\$ 60,000.00	\$ 70,000.00
Misc. Contracted Services	\$ 8,000.00	\$ 5,000.00
Library Bank/Finance/Late Fees	\$ 600.00	\$ 500.00
Public PMT Processing Fees	\$ 600.00	\$ 500.00

**CONSORTIUM & IT/NETWORK SERVICES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
CCS/Polaris/OCLC	\$ 80,000.00	\$ 60,000.00
VOiP Phone Service	\$ 30,000.00	\$ 28,000.00
Internet Service	\$ 20,000.00	\$ 12,000.00

**PROFESSIONAL SERVICES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Accounting, Payroll & Audit Svc	\$ 30,000.00	\$ 30,000.00
Legal Services	\$ 12,500.00	\$ 7,500.00
Other Consulting Fees	\$ 17,500.00	\$ 10,000.00
In Service/Staff Training/LMS	\$ 4,000.00	\$ 2,500.00

**PRINTING, PUBLICATION & POSTAGE**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Printing Services Outsourced	\$ 32,000.00	\$ 28,000.00
Public Notices & Ads	\$ 4,000.00	\$ 3,000.00
Postage & Shipping	\$ 16,000.00	\$ 13,000.00
Printing/Copier Supplies	\$ 10,000.00	\$ 9,000.00
Public Relations/Promotions	\$ 10,000.00	\$ 7,500.00

**UTILITIES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Electricity	\$ 24,000.00	\$ 18,000.00
Gas	\$ 10,000.00	\$ 10,000.00
Water & Sewer	\$ 5,500.00	\$ 3,000.00

**MISCELLANEOUS OPERATING EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Building & Auto Insurance	\$ 40,000.00	\$ 27,000.00
Bonding & Officers Liability	\$ 3,000.00	\$ 5,500.00
Building Maintenance	\$ 55,000.00	\$ 40,000.00
Grounds Maintenance	\$ 20,000.00	\$ 15,000.00
General Operations & Maint.	\$ 47,500.00	\$ 30,000.00
Hospitality	\$ 7,000.00	\$ 2,000.00
Library Lost & Damaged Fees	\$ 750.00	\$ 350.00
Miscellaneous	\$ 1,00.00	\$ 500.00

**PERSONNEL EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Salaries	\$1,850,000.00	\$1,695,000.00
FICA	\$ 150,000.00	\$ 120,000.00
IMRF	\$ 215,000.00	\$ 187,000.00
Health/Life Insurance	\$ 500,000.00	\$ 425,000.00
Employment Screenings	\$ 1,250.00	\$ 1,000.00
Tuition Reimbursement	\$ 20,000.00	\$ 15,000.00
Telecommute Reimbursements	\$ 13,250.00	\$ 10,000.00
Memberships & Dues	\$ 6,000.00	\$ 2,500.00
Travel	\$ 15,000.00	\$ 1,000.00
Meetings & Training	\$ 6,000.00	\$ 4,000.00

**CAPITAL EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
Library Furnishings	\$ 30,000.00	\$ 30,000.00
Library Equipment	\$ 60,000.00	\$ 23,245.00
Small Equip. under \$250	\$ 10,000.00	\$ 4,000.00
Additional Capital Projects	\$ 150,000.00	\$ 40,000.00

<b>Transfer to Reserve Fund</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
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**TOTAL GENERAL FUND EXPENSES**

<b>APPROPRIATION</b>	<b>LEVY</b>
<b>\$4,069,650.00</b>	<b>\$3,339,695.00</b>



**GRANT and GIFT FUND**

<b>ESTIMATED EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Operating Fund Gifts	\$ 200,000.00	\$ 0.00
2019/20 Per Capita Grant Expenditures	\$ 67,628.00	\$ 0.00
General Fund Gifts Expenses	\$ 0.00	\$ 0.00
Misc. Grants	\$ 61,000.00	\$ 0.00
<b>TOT. GRANT/GIFT EXPENSES</b>	<b>\$ 328,628.00</b>	<b>\$ 0.00</b>

**SPECIAL RESERVE FUND**

<b>ESTIMATED EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Improvements not related to Expansion/renovation	\$ 200,000.00	\$ 0.00
Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 100,000.00	\$ 0.00
<b>TOTAL RESERVE FUND EXPENSES</b>	<b>\$ 300,000.00</b>	<b>\$ 0.00</b>

	<b>APPROPRIATION</b>	<b>LEVY</b>
<b>TOT. GENERAL FUND EXPENSES</b>	<b>\$4,069,650.00</b>	<b>\$3,339,695.00</b>
<b>TOT. GIFT FUND EXPENSES</b>	<b>\$ 328,628.00</b>	<b>\$ 0.00</b>
<b>TOT. RESERVE FUND EXPENSES</b>	<b>\$ 300,000.00</b>	<b>\$ 0.00</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$4,698,278.00</b>	<b>\$3,339,695.00</b>

**Section Three:** That the total amount of Three Million, Three Hundred and Thirty-Nine Thousand and Six-Hundred Ninety-Five Dollars (\$3,339,695.00) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHenry County, Illinois, according to the value of said property as the same is assessed and equalized for State and County purposes for the current year. Revenues acquired from sources other than property taxes include, but are not limited to, fines and fees, interest, grants, gifts and donations, developer donations and impact fees, service fees, fees for non-resident cards, charges for lost library materials, replacement taxes, fees for special programs and services, and public use of photocopy machine.

**Section Four:** This tax Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, as amended, provided, however, any tax rate limitation or any other substantive limitations as to tax levies in the Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6, Article VII of the Constitution of the State of Illinois.

**Section Five:** That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums aforesaid, constituting the said total amount of Three Million, Three Hundred, Thirty-Nine Thousand and Six Hundred Ninety-Five Dollars (\$3,339,695.00) which said total amount the said McHenry Public Library District requires to be raised by taxation for the current fiscal year of said District is hereby ordered and directed to file with the County Clerk of McHenry County, Illinois, on or before the time required by law, a certified copy of this Tax Levy Ordinance.

**Section Six:** All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of erecting a new Public Library building, purchasing a site for same, or building an addition thereto, or furnishing necessary equipment therefore, or acquiring electronic data storage and retrieval facilities.

REVISED and PASSED by the McHENRY PUBLIC LIBRARY DISTRICT Board of Trustees and approved by me this 17th day of November, 2020.

\_\_\_\_\_  
Charles Reilly, President  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
McHenry, McHenry County, Illinois

AYES:

NAYES:

ABSENT:

ABSTAINING:

ATTEST:

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES



**McHenry Public Library  
District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036

**STATE OF ILLINOIS )**

**COUNTY of McHENRY )**

**CERTIFICATE OF COMPLIANCE  
WITH THE TRUTH IN TAXATION ACT**

I, Monica Leccese, the duly qualified and acting Secretary of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, do hereby certify that the attached Levy Ordinance adopted in full compliance with the provisions of The Truth in Taxation Act. (35 ILCS 215/1 et seq.)

IN WITNESS WHEREOF, I have placed my official signature this 17th day of November, 2020.

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois  
County of McHenry

This instrument was acknowledged before me on \_\_\_\_\_ (date) by (name of person)  
\_\_\_\_\_ as (authority/officer) \_\_\_\_\_ of (name  
of entity on behalf of whom instrument was executed) \_\_\_\_\_.

Seal

\_\_\_\_\_  
Reuben W. Edminster  
Notary Public



**McHenry Public Library  
District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036

**CERTIFICATE**

I, Monica Leccese, DO HEREBY CERTIFY that the above attached "ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND EXPIRING JUNE 30, 2021" is a true and correct copy of said Ordinance which was presented and passed, and recorded by said Library Board at their Regular Board Meeting on November 17, 2020.

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois  
County of McHenry

This instrument was acknowledged before me on \_\_\_\_\_ (date) by (name of person)  
\_\_\_\_\_ as (authority/officer) \_\_\_\_\_ of (name  
of entity on behalf of whom instrument was executed) \_\_\_\_\_.

Seal

\_\_\_\_\_  
Reuben W. Edminster  
Notary Public